



**CITY OF STURGEON BAY COMMON COUNCIL AGENDA
TUESDAY, NOVEMBER 1, 2016
12:00 p.m. Noon
COUNCIL CHAMBERS, CITY HALL – 421 MICHIGAN ST
THAD G. BIRMINGHAM, MAYOR**

1. Call to order.
2. Pledge of Allegiance.
3. Roll call.
4. Adoption of agenda.
5. Public Comment on Agenda Items.
6. Consideration of the following bills: General Fund – \$59,140.73, Capital Fund - \$17,688.93, Cable TV - \$4,685.00, TID #2 - \$1,421.75, TID #4 - \$1,703.00 and Solid Waste Enterprise - \$4,157.34 for a grand total of \$88,796.75. [roll call]

7. CONSENT AGENDA

* All items listed with an asterisk (*) are considered routine and will be enacted by one motion. There will be no separate discussion of these items unless a Council member requests before the Adoption of the Agenda, in which event the item will be removed from the Consent Agenda and considered immediately following the consent agenda.

* a. Approval of 10/17/16 special and 10/18/16 regular Common Council minutes.

* b. Approval of the following minutes:

- (1) Industrial Park Development Review Team – 7/7/16
- (2) Aesthetic Design & Site Plan Review Board – 7/11/16
- (3) Aesthetic Design & Site Plan Review Board – 10/12/16
- (4) Cable Communication System Advisory Council – 10/13/16
- (5) Community Protection & Services Committee – 10/13/16
- (6) Parking & Traffic Committee – 10/17/16
- (7) Finance/Purchasing & Building Committee – 10/18/16
- (8) City Plan Commission – 10/19/16

* c. Place the following reports on file:

- (1) Bank Reconciliation – September 2016
- (2) Revenue & Expense Report – September 2016

* d. Consideration of: Approval of beverage operator licenses.

* e. Consideration of: Approval of Street Closure Application for Christmas By the Bay Parade.

* f. For information purposes only: The Fire Chief received requests for modification of regulations related to storage of flammable liquids above ground within the City of Sturgeon Bay from County of Door and Haven Funds, LLC. Both of these requests have been approved.

* g. Community Protection & Services Committee recommendation re: Eliminating snow blowing downtown sidewalks.

- * h. Community Protection & Services Committee recommendation re: Approving and giving permission to the Sturgeon Bay Fire Department to move forward on the Public Safety Training Facility.
 - * i. Community Protection & Services Committee recommendation re: Approve Personal Services Contract with Mann Communication, LLC for cable TV services for an additional term of two years commencing January 1, 2017, with a base salary increase of \$2,500 each year.
 - * j. Parking & Traffic Committee recommendation re: Install a handicap parking sign at the corner of 3rd Avenue & Michigan Street, on the northeast corner of Michigan Street, if deemed necessary by staff.
 - * k. City Plan Commission recommendation re: Rezone a vacant parcel owned by Elliot Goettelman, located on Iowa Street, parcel #281-10-85400101, from Two-Family Residential (R-3) to Mixed Commercial-Residential (C-5), with the condition that there is a restrictive covenant tying the ownership to Maser DC 1, LLC at 312 North 5th Avenue, within the deed prior to the building permits being issued and that the Aesthetic Design & Site Plan Review Board reviews the project before approval.
8. Mayoral appointments.
 9. Resolution re: Release Wal-Mart Letter of Credit.
 10. Second reading of ordinance re: Roof pitch minimums – Municipal Code Section 20.07(7)(c).
 11. First reading of ordinance re: Rezone parcel #281-10-85400101 from Two-Family Residential (R-3) to Mixed Commercial Residential (C-5).
 12. Public hearing re: Repealing Chapter 29 of the Municipal Code (Waterfront Design Review Code) and amend Section 20.43 of the Municipal Code (Zoning Code) to include the Waterfront Redevelopment Area for applicability and to add two additional members to the Aesthetic Design & Site Plan Review Board.
 13. First reading of ordinance re: Repealing Chapter 29 of the Municipal Code (Waterfront Design Review Code) and amend Section 20.43 of the Municipal Code (Zoning Code) to include the Waterfront Redevelopment Area for applicability and to add two additional members to the Aesthetic Design & Site Plan Review Board.
 14. Committee Chairperson Reports:
 - a. City Plan Commission
 - b. Finance/Purchasing & Building Committee
 - c. Park & Recreation Committee
 15. Public comment on Non-Agenda items.
 16. Mayor's comments.
 17. Adjourn.

NOTE: DEVIATION FROM THE AGENDA ORDER SHOWN MAY OCCUR.

Posted:

Date: 10-28-16

Time: 12:00PM

By: [Signature]

6.

INVOICES DUE ON/BEFORE 11/01/2016

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
GENERAL FUND				
GENERAL FUND				
LIABILITIES				
R0000985	SULLYS THUMBS UP PRODUCE	10.15.16 FOOD SHARE-SULLY	01-000-000-21595	33.00
R0000991	SPERBER FARMS	10.22.16 FOOD SHARE-SPERBER	01-000-000-21595	14.00
R0001074	RANDALL MANGES	10.15.16 FOOD SHARE-MANGES	01-000-000-21595	11.00
R0001080	YVONNE TANCK	10.22.16 FOOD SHARE-TANCK	01-000-000-21595	21.00
R0001127	CLARIO FARMS	10.22.16 FOOD SHARE-CLARIO	01-000-000-21595	7.00
R0001128	MALVITZ FARMS	10.15.16 FOOD SHARE-MALVITZ	01-000-000-21595	11.00
THORP	PAT THORP	10..15.16 FOOD SHARE-THORP	01-000-000-21595	13.00
TOTAL LIABILITIES				110.00
TOTAL GENERAL FUND				110.00
MAYOR				
17700	QUILL CORPORATION	PROCLAMATION PLAQUES	01-100-000-54999	199.90
TOTAL				199.90
TOTAL MAYOR				199.90
LAW/LEGAL				
16555	PINKERT LAW FIRM, LLP	08/16 LEGAL MATTERS	01-110-000-55010	2,547.00
16555		09/16 TRAFFIC MATTERS	01-110-000-55010	1,156.00
TOTAL				3,703.00
TOTAL LAW/LEGAL				3,703.00
CITY CLERK-TREASURER				
03101	CDW GOVERNMENT, INC.	DYMO LABEL WRITER	01-115-000-51950	83.22
TOTAL				83.22
TOTAL CITY CLERK-TREASURER				83.22
CITY ASSESSOR				
ASSO APP	ASSOCIATED APPRAISAL	11/1/16 CONTRACT	01-130-000-55010	1,245.83
TOTAL				1,245.83
TOTAL CITY ASSESSOR				1,245.83
MUNICIPAL SERVICES ADMIN.				
06570	FORESTRY SUPPLIERS INC	HANDHELD RADIO	01-145-000-51300	59.50
06570		FIELD BOOKS	01-145-000-51300	26.50
06570		FLAGS	01-145-000-51300	12.10
06570		TAPES	01-145-000-51300	62.00

INVOICES DUE ON/BEFORE 11/01/2016

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE

GENERAL FUND				
06570		SHIPPING	01-145-000-51300	23.17
06570		MEASURING WHEEL	01-145-000-54999	169.08
		TOTAL		352.35
		TOTAL MUNICIPAL SERVICES ADMIN.		352.35
PUBLIC WORKS ADMINISTRATION				
BUBRICKS	BUBRICK'S COMPLETE OFFICE, INC	2017 CALENDARS & ADD MACH TAPE	01-150-000-51950	30.65
		TOTAL		30.65
		TOTAL PUBLIC WORKS ADMINISTRATION		30.65
CITY HALL				
04545	DOOR COUNTY COOPERATIVE	BOOT MAT	01-160-000-51850	17.99
04966	EAGLE MECHANICAL INC	ROUTINE MAINTENANCE CHECK	01-160-000-58999	196.38
23730	WPS	421 MICHIGAN ST-CITY HALL	01-160-000-56600	558.95
DEPT SAF	STATE OF WISCONSIN	ELEVATOR #2 OPERATING PERMIT	01-160-000-58999	50.00
DEPT SAF		ELEVATOR #1 OPERATING PERMIT	01-160-000-58999	50.00
R0000509	NATIONAL ELEVATOR INSPECTION	CITY HALL ELEVATOR INSPECTION	01-160-000-58999	178.00
VANS	VANS FIRE & SAFETY, INC	DPW FIRE EXTIN INSPECT	01-160-000-58999	522.64
VANS		CITY HALL FIRE EXTIN. INSPECT	01-160-000-58999	231.55
VIKING	VIKING ELECTRIC SUPPLY, INC	2 ELEMENTS-CITY HALL	01-160-000-51850	15.62
VIKING		BULB	01-160-000-51850	10.90
VIKING		FLOOD BULBS	01-160-000-51850	94.00
WARNER	WARNER-WEXEL WHOLESALE &	CLEANING SUPPLIES	01-160-000-51850	4.09
WARNER		BATHROOM SUPPLIES	01-160-000-51850	97.20
		TOTAL		2,027.32
		TOTAL CITY HALL		2,027.32
GENERAL EXPENDITURES				
04696	DOOR COUNTY TREASURER	2016 3RD QTR PHONE PORT	01-199-000-58200	477.30
04696		2016 3RD QTR VOICE MAIL	01-199-000-58200	157.95
06012	FASTENAL COMPANY	RAIN GEAR	01-199-000-55605	49.99
08167	GANNETT WISCONSIN NEWSPAPERS	ORD & RESOLUTION PUB	01-199-000-57450	72.85
08167		SEASONAL HELP ADS	01-199-000-57450	607.00
08167		ORDINANCE-1323-0916	01-199-000-57450	16.79
16555	PINKERT LAW FIRM, LLP	08/16 LEGAL MATTERS	01-199-000-51525	871.00
16590	PITNEY BOWES	POSTAGE METER RENTAL	01-199-000-57250	117.00
16590		POSTAGE REFILL FEE	01-199-000-57250	9.50
		TOTAL		2,379.38
		TOTAL GENERAL EXPENDITURES		2,379.38
POLICE DEPARTMENT				

INVOICES DUE ON/BEFORE 11/01/2016

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE

GENERAL FUND				
17700	QUILL CORPORATION	OFFICE SUPPLIES-	01-200-000-51950	26.99
17700		ASSORTED OFFICE SUPPLIES	01-200-000-51950	90.55
22800	WALMART COMMUNITY	ASSORTED OFFICE SUPPLIES	01-200-000-51950	57.85
BUBRICKS	BUBRICK'S COMPLETE OFFICE, INC	OFFICE SUPPLIES	01-200-000-51950	3.08
TOTAL				178.47
TOTAL POLICE DEPARTMENT				178.47
POLICE DEPARTMENT/PATROL				
03133	CELLCOM WISCONSIN RSA 10	09/16 SQUAD PRINTERS	01-215-000-58250	218.26
03133		09/16 CELL PHONES	01-215-000-58250	723.51
04696	DOOR COUNTY TREASURER	FUEL 1230.49G @ 2.0750/G	01-215-000-51650	2,553.27
14875	NWTC GREEN BAY	RADAR OPERATOR TRNING-HAACK	01-215-000-55600	275.00
14875		RADAR OPERATOR TRNING-SHEW	01-215-000-55600	275.00
19880	STURGEON BAY UTILITIES	SUNSET PARK BOAT LAUNCH	01-215-000-56150	9.88
19880		724 SHORECREST RD CAMERA	01-215-000-56150	9.98
23640	WISCONSIN DEPT OF JUSTICE	TIME SYSTEM ACCESS-10/16-12/16	01-215-000-58999	360.00
CHIEF CO	CHIEF SUPPLY CORPORATION	20 2PK BATTERIES & 4 LED STROB	01-215-000-51050	80.00
HOUGAARD	CHAD HOUGAARD	MEAL EXPENSE-HOUGAARD	01-215-000-55600	21.14
HOUGAARD		MEAL EXPENSE-HOUGAARD	01-215-000-55600	5.23
O'REILLY	O'REILLY AUTO PARTS	JUMPSTARTER	01-215-000-58600	89.99
TASER	TASER INTERNATIONAL	2- X26P TASERS	01-215-000-51050	1,862.90
TASER		2- BATTERY PACKS	01-215-000-51050	112.82
TASER		SHIPPING	01-215-000-51050	27.66
TOTAL				6,624.64
TOTAL POLICE DEPARTMENT/PATROL				6,624.64
FIRE DEPARTMENT				
04696	DOOR COUNTY TREASURER	SEPT FUEL	01-250-000-51650	976.27
08167	GANNETT WISCONSIN NEWSPAPERS	PT TIME FIRE AD	01-250-000-56000	121.50
19880	STURGEON BAY UTILITIES	835 N 14TH AVE CITY GARAGE	01-250-000-56675	42.00
19880		SUNSET CNTR	01-250-000-56675	42.00
19880		FRANK GRASSE MEM SHELTER	01-250-000-56675	13.00
19880		OTUMBA PARK	01-250-000-56675	5.20
19880		WEST SIDE WARMING HOUSE	01-250-000-56675	5.20
19880		WEST SIDE FIRE STATION	01-250-000-56675	42.00
19880		WEST SIDE FIRE STATION	01-250-000-56150	90.07
19880		WEST SIDE FIRE STATION	01-250-000-58650	95.47
19880		38 S NEENAH AVE	01-250-000-56675	5.20
19880		38 S NEENAH AVE RESTROOM/FC	01-250-000-56675	26.00
19880		JAYCEES BALLFLD STAND	01-250-000-56675	13.00
19880		MICH ST JC BALLFLD SPRINKLER	01-250-000-56675	42.00
19880		WEST SIDE BALLFLD LITES	01-250-000-56675	5.20
19880		916 N 14TH AVE WARNING SIREN	01-250-000-56150	8.24
19880		COVE RD/CANAL RD	01-250-000-56150	14.05
19880		835 N 14TH AVE SIGN SHED	01-250-000-56675	5.20
19880		CHERRY BLOSSOM	01-250-000-56675	13.00
19880		CLAY BANKS SIREN	01-250-000-56150	15.07
22800	WALMART COMMUNITY	FIRE PREVENT WINNER GIFT CARDS	01-250-000-52250	100.00

INVOICES DUE ON/BEFORE 11/01/2016

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
GENERAL FUND				
23730	WPS	656 S OXFORD AVE WS FIRE	01-250-000-56600	37.61
GARAGE	GARAGE DOOR SERVICES OF DC	GARAGE DOOR REPAIR-WS FIRE	01-250-000-56250	387.30
PAULCONW	PAUL CONWAY SHIELDS	REPLACEMENT CASES	01-250-000-52700	220.00
TOTAL				2,324.58
TOTAL FIRE DEPARTMENT				2,324.58
STORM SEWERS				
10750	PREMIER CONCRETE INC	CONCRETE	01-300-000-51150	49.50
10750		CONSEAL-14.5'ROLL	01-300-000-51150	72.00
10750		REPAIR ALLEY STORM SEWER	01-300-000-51150	319.80
19275	SHERWIN WILLIAMS	PAINT MACHINE REPAIR	01-300-000-54999	961.50
TOTAL				1,402.80
TOTAL STORM SEWERS				1,402.80
SOLID WASTE MGMT/SPRING/FALL				
13150	MASTERCRAFT WELDING SYSTEM	SCREEN REPAIR	01-311-000-56250	20.00
TOTAL				20.00
TOTAL SOLID WASTE MGMT/SPRING/FALL				20.00
COMPOST/SOLID WASTE SITE				
13150	MASTERCRAFT WELDING SYSTEM	FLAT BAR	01-320-000-51400	18.60
13150		FLAT BAR	01-320-000-51400	15.00
13150		EXPANDED METAL	01-320-000-51400	240.00
TOTAL				273.60
TOTAL COMPOST/SOLID WASTE SITE				273.60
STREET SWEEPING				
02844	BRUCE MUNICIPAL EQUIPMENT INC	BREAKER SWITCH-SWEEPER	01-330-000-53050	47.88
TOTAL				47.88
TOTAL STREET SWEEPING				47.88
ROADWAYS/STREETS				
14826	NORTHEAST ASPHALT, INC.	ROAD REPAIR	01-400-000-52200	541.80
14826		ROAD REPAIR	01-400-000-51400	541.80
DEGREEF	GARY DEGREEF	CDL RENEWAL-DEGREEF	01-400-000-54999	30.00
TOTAL				1,113.60

INVOICES DUE ON/BEFORE 11/01/2016

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE	

GENERAL FUND					
				TOTAL ROADWAYS/STREETS	1,113.60
SNOW REMOVAL					
06012	FASTENAL COMPANY	PLOW BOLTS	01-410-000-51400	14.00	
06012		1/4SK X 3/8 MANDREL	01-410-000-51400	13.88	
06012		ASSORTED SUPPLIES	01-410-000-51400	127.21	
06012		ECOFIT WASHER	01-410-000-51400	14.84	
				TOTAL	169.93
				TOTAL SNOW REMOVAL	169.93
STREET SIGNS AND MARKINGS					
20070	TAPCO	NO THRU TRAFFIC SIGNAGE	01-420-000-52600	283.23	
				TOTAL	283.23
				TOTAL STREET SIGNS AND MARKINGS	283.23
CURB/GUTTER/SIDEWALK					
10750	PREMIER CONCRETE INC	SIDEWALK-MEM DR	01-440-000-51200	623.35	
				TOTAL	623.35
				TOTAL CURB/GUTTER/SIDEWALK	623.35
STREET MACHINERY					
02330	JIM OLSON MOTORS	HEATER CONTROL KNOB-TRCK 9	01-450-000-52150	13.21	
04696	DOOR COUNTY TREASURER	621.0G DSL @ 2.067/GAL	01-450-000-51650	1,283.61	
04696		335.26G UNL @ 2.075/G	01-450-000-51650	695.66	
06005	JFTCO, INC	FILTER & GASKET-GRADER	01-450-000-52150	21.11	
08225	HERLACHE SMALL ENGINE	RECOIL ROPE-COMPACTOR	01-450-000-52150	3.00	
FLEETPRI	FLEETPRIDE	HALOGEN SEALED BEAM	01-450-000-53000	14.58	
				TOTAL	2,031.17
				TOTAL STREET MACHINERY	2,031.17
CITY GARAGE					
01766	AURORA MEDICAL GROUP	PRE EMPLY SCREEN-DUBOIS	01-460-000-57100	67.00	
04603	HALRON LUBRICANTS INC	PICK UP USED OIL	01-460-000-58999	48.75	
19880	STURGEON BAY UTILITIES	835 N 14TH AVE-SALT SHED	01-460-000-56150	13.44	
19880		835 N 14TH AVE CITY GARAGE	01-460-000-56150	712.18	
19880		835 N 14TH AVE CITY GARAGE	01-460-000-58650	100.54	
19959	SUPERIOR CHEMICAL CORP	HAND CLEANER	01-460-000-55300	104.88	

INVOICES DUE ON/BEFORE 11/01/2016

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
GENERAL FUND				
23730	WPS	911 N 14TH AVE	01-460-000-56600	10.21
VIKING	VIKING ELECTRIC SUPPLY, INC	BULBS	01-460-000-55300	205.87
TOTAL				1,262.87
TOTAL CITY GARAGE				1,262.87
HIGHWAYS - GENERAL				
19880	STURGEON BAY UTILITIES	3 TRFC WARNING LIGHTS	01-499-000-58000	8.25
CHRISTEN	CHARLES N. CHRISTENSEN	10/16 WORK BOOT REIMB/CHRISTEN	01-499-000-56800	100.00
TOTAL				108.25
TOTAL HIGHWAYS - GENERAL				108.25
PARK & RECREATION ADMIN				
22800	WALMART COMMUNITY	RECEIPT BOOKS	01-500-000-51950	17.82
TOTAL				17.82
TOTAL PARK & RECREATION ADMIN				17.82
PARKS AND PLAYGROUNDS				
04696	DOOR COUNTY TREASURER	SEPT FUEL CHARGES	01-510-000-51650	997.39
19880	STURGEON BAY UTILITIES	SUNSET CNTR	01-510-000-56150	85.81
19880		SUNSET CNTR	01-510-000-58650	57.45
19880		FRANK GRASSE MEM SHELTER	01-510-000-56150	75.51
19880		FRANK GRASSE MEM SHELTER	01-510-000-58650	38.64
19880		OTUMBA PARK	01-510-000-56150	73.83
19880		OTUMBA PARK	01-510-000-58650	23.81
19880		WEST SIDE WARMING HOUSE	01-510-000-56150	66.68
19880		WEST SIDE WARMING HOUSE	01-510-000-58650	18.52
19880		JAYCEES BALLFLD STAND	01-510-000-56150	23.65
19880		JAYCEES BALLFLD STAND	01-510-000-58650	24.28
19880		OTUMBA PRK WLKWAY LITES	01-510-000-56150	23.25
19880		FLORIDA ST/SUNSET PRK	01-510-000-56150	13.75
19880		835 N 14TH AVE SIGN SHED	01-510-000-56150	17.53
19880		835 N 14TH AVE SIGN SHED	01-510-000-58650	18.52
19880		CHERRY BLOSSOM	01-510-000-56150	21.52
19880		CHERRY BLOSSOM	01-510-000-58650	28.82
23730	WPS	335 N 14TH AVE-MEM FLD	01-510-000-56600	34.62
23730		835 N 14TH AVE-CITY GARAGE	01-510-000-56600	195.57
O'REILLY	O'REILLY AUTO PARTS	OIL FILTER-MOWERS	01-510-000-51900	14.24
TOTAL				1,853.39
TOTAL PARKS AND PLAYGROUNDS				1,853.39
MUNICIPAL DOCKS				

INVOICES DUE ON/BEFORE 11/01/2016

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
GENERAL FUND				
19880	STURGEON BAY UTILITIES	36 S NEENAH AVE	01-550-000-56150	198.16
19880		38 S NEENAH AVE	01-550-000-56150	63.05
19880		38 S NEENAH AVE	01-550-000-58650	19.27
19880		38 S NEENAH AVE RESTROOM/FC	01-550-000-56150	159.40
19880		38 S NEENAH AVE RESTROOM/FC	01-550-000-58650	233.19
23730	WPS	36 S NEENAH AVE	01-550-000-56600	28.81
		TOTAL		701.88
		TOTAL MUNICIPAL DOCKS		701.88
WATERFRONT PARKS & WALKWAYS				
19880	STURGEON BAY UTILITIES	DC MUSEUM WALKWAY LIGHTS	01-570-000-56150	13.34
19880		DC MUSEUM PKG LOT LIGHTS	01-570-000-56150	143.79
		TOTAL		157.13
		TOTAL WATERFRONT PARKS & WALKWAYS		157.13
PUBLIC FACILITIES				
04696	DOOR COUNTY TREASURER	2016 3RD QTR LIBRARY MAINT	01-700-000-56850	21,465.02
		TOTAL		21,465.02
		TOTAL PUBLIC FACILITIES		21,465.02
		TOTAL GENERAL FUND		50,791.26
CAPITAL FUND				
COMPUTER				
03101	CDW GOVERNMENT, INC.	PP PROJECTOR	10-125-000-59040	863.36
03101		2-22 IN MONITORS	10-125-000-59040	198.46
WISCNET	WISCNET	NETWRK ACCSS FEE-7/1-9/30/16	10-125-000-59040	1,500.00
		TOTAL		2,561.82
		TOTAL COMPUTER		2,561.82
GENERAL EXPENDITURES				
02435	BISSEN ASPHALT LLC	SBU PORTION-19TH & HURON	10-199-000-51525	973.00
		TOTAL		973.00
		TOTAL GENERAL EXPENDITURES		973.00
ROADWAYS/STREETS				
EXPENSE				

INVOICES DUE ON/BEFORE 11/01/2016

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
CAPITAL FUND				
EXPENSE				
EXPENSE				
SALZ	SALZSIEDER LANDSCAPE & NURSERY	33 TREES-4TH AVE	10-400-000-59095	5,445.00
TOTAL EXPENSE				5,445.00
ANNUAL RESURFACING & BASE REP.				
02435	BISSEN ASPHALT LLC	CITY PORTION-19TH & HURON	10-400-110-59095	973.00
14826	NORTHEAST ASPHALT, INC.	CREDIT	10-400-110-59095	-225.00
TOTAL ANNUAL RESURFACING & BASE REP.				748.00
TOTAL ROADWAYS/STREETS				6,193.00
CURB/GUTTER/SIDEWALK				
EXPENSE				
19880	STURGEON BAY UTILITIES	E OAK ST LIGHTING	10-440-000-59102	5,281.11
BODART	BODART ELECTRIC SERVICE, INC	FLASHING LIGHT REPAIRS	10-440-000-59102	540.00
BODART		CAR ACCIDENT REPAIRS	10-440-000-59102	1,180.00
TOTAL EXPENSE				7,001.11
TOTAL CURB/GUTTER/SIDEWALK				7,001.11
PARKS AND PLAYGROUNDS				
EXPENSE				
06580	FOTH AND VAN DYKE	FINAL PYMNT BRADLEY LAKE	10-510-000-59025	960.00
TOTAL EXPENSE				960.00
TOTAL PARKS AND PLAYGROUNDS				960.00
TOTAL CAPITAL FUND				17,688.93
CABLE TV				
CABLE TV / GENERAL				
CABLE TV / GENERAL				
MANN	MANN COMMUNICATIONS, LLC	11/01/16 CONTRACT	21-000-000-55015	4,685.00
TOTAL CABLE TV / GENERAL				4,685.00
TOTAL CABLE TV / GENERAL				4,685.00
TOTAL CABLE TV				4,685.00
TID #2 DISTRICT				
TID DISTRICT #2				
TID #2 A AREA BONDS - CITY				
01761	ASSOCIATED TRUST COMPANY	GO REF BOND 9/1/11	25-320-930-70002	2.18
TOTAL TID #2 A AREA BONDS - CITY				2.18
TID #2 A AREA BONDS - DVL				
01761	ASSOCIATED TRUST COMPANY	GO REF BOND 9/1/11	25-320-931-70002	27.59

INVOICES DUE ON/BEFORE 11/01/2016

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE

TID #2 DISTRICT				
TID #2 A AREA BONDS - DVL				
TID #2 A AREA BONDS - DVL				
TOTAL TID #2 A AREA BONDS - DVL				27.59
T2 ROAD PROJECTS				
01761	ASSOCIATED TRUST COMPANY	T2 GO FEES-ROAD & BRIDGE	25-320-932-70002	332.75
01761		GO REF BOND 9/1/11	25-320-932-70002	48.28
TOTAL T2 ROAD PROJECTS				381.03
T2 SERIES 2006A				
01761	ASSOCIATED TRUST COMPANY	GO REF BOND 9/1/11	25-320-933-70002	284.95
01761		GO REF BOND 9/9/14	25-320-933-70002	363.00
01761		GO PROM NOTE 9/22/15	25-320-933-70002	363.00
TOTAL T2 SERIES 2006A				1,010.95
TOTAL TID DISTRICT #2				1,421.75
TOTAL TID #2 DISTRICT				1,421.75
TID #4 DISTRICT				
TID #4 DISTRICT				
16555	PINKERT LAW FIRM, LLP	08/16 TID 4 LEGAL MATTERS	28-340-000-55001	1,703.00
TOTAL				1,703.00
TOTAL TID #4 DISTRICT				1,703.00
TOTAL TID #4 DISTRICT				1,703.00
SOLID WASTE ENTERPRISE				
SOLID WASTE ENTERPRISE FUND				
SOLID WASTE ENTERPRISE FUND				
04696	DOOR COUNTY TREASURER	802.55G DSL @ 2.67/G	60-000-000-51650	1,658.87
EH WULF	E.H. WOLF & SONS, INC.	OIL DELIVERY	60-000-000-52050	767.00
JX ENT	JX ENTERPRISES, INC.	TURN SWITCH-GARBAGE TRUCK	60-000-000-53000	168.89
JX ENT		COMPRESSOR REBUILD	60-000-000-53000	1,553.84
JX ENT		HORN PLUNGER	60-000-000-53000	8.74
TOTAL SOLID WASTE ENTERPRISE FUND				4,157.34
TOTAL SOLID WASTE ENTERPRISE FUND				4,157.34
TOTAL SOLID WASTE ENTERPRISE				4,157.34
TOTAL ALL FUNDS				80,447.28

MANUAL CHECKS

BENEFIT ADVANTAGE 10/13/16 Check # 80311 Cobra Fees 01-600-000-50510	\$25.00
BENEFIT ADVANTAGE 10/20/16 Check # 80391 October HRA Fees 01-600-000-50510	\$106.75
MINNESOTA LIFE INSURANCE 10/20/16 Check # 80392 11/16 Life Insurance 01-600-000-50552	\$1,897.89
SOUTHERN DOOR SCHOOL 10/20/16 Check #80393 September Mobile Home Tax 01-000-000-41300	\$237.67
STURGEON BAY SCHOOLS 10/20/16 Check #80394 September Mobile Home Tax 01-000-000-41300	\$3,639.42
SUN LIFE FINANCIAL 10/20/16 Check # 80395 November Short and Long Term Disability 01-000-000-21545	\$1,726.19
SUPERIOR VISION INSURANCE 10/20/16 Check # 80396 November Vision Insurance 01-000-000-21540	\$716.55
TOTAL MANUAL CHECKS	\$8349.47

DATE: 10/27/2016
TIME: 09:39:21
ID: AP443000.CST

CITY OF STURGEON BAY
DEPARTMENT SUMMARY REPORT

PAGE: 10

INVOICES DUE ON/BEFORE 11/01/2016

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE

SUMMARY OF FUNDS:				
	GENERAL FUND	50,791.26		59,140.73
	CAPITAL FUND	17,688.93		
	CABLE TV	4,685.00		
	TID #2 DISTRICT	1,421.75		
	TID #4 DISTRICT	1,703.00		
	SOLID WASTE ENTERPRISE	4,157.34		

	TOTAL --- ALL FUNDS	80,447.28		88,796.75

SPECIAL COMMON COUNCIL
October 17, 2016

A special meeting of the Common Council was called to order at 4:00 p.m. by Mayor Birmingham. The pledge of allegiance was recited. Roll call: Catarozoli, Vandertie, Ward, Wiesner, Stults, Fett, and Gregory were present.

Catarozoli/Wiesner to adopt agenda. Carried.

Stults/Fett to approve the 2017 budget and tax levy in the amount of \$6,512,798 as presented by the Committee of the Whole. Carried.

Fett/Ward to set the budget public hearing date for November 8, 2016 at 4:00 p.m. Carried.

City Administrator VanLieshout and Finance Director Clarizio gave an overview of the TID budgets, Cable TV Fund, Revolving Loan Fund, and Solid Waste Enterprise Fund. Fett/Gregory to tentatively approve the TID and non-governmental budget. Carried.

After the Mayor announced the statutory basis, Stults/Fett to convene in closed session in accordance with the following exemption: Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. Wis. Stats. 19.85(1)(e) Consideration of: Amendments to Development Contract with Sawyer Hotel Development, LLC. Roll call: Carried.

The meeting moved to closed session at 4:17 pm and adjourned at 5:16 p.m.

Respectfully submitted,



Stephanie L. Reinhardt
City Clerk/HR Director

COMMON COUNCIL
October 18, 2016

A meeting of the Common Council was called to order at 12:00 p.m. by Mayor Birmingham. The Pledge of Allegiance was recited. Roll call: Catarozoli, Vandertie, Wiesner, Stults, Fett and Gregory. Ward was excused.

The Mayor removed the closed session item from the agenda. Fett/Stults to adopt agenda. Carried.

The Mayor presented a proclamation to the Boys & Girls Club of Door County.

The Mayor presented a proclamation to the family of William Lindahl.

No one spoke during public comment on agenda items.

Fett/Stults to approve the following bills - General Fund - \$268,351.59, Capital Fund - \$121,456.61, Cable TV - \$1,032.40, TID #2 - \$748.50, and Solid Waste Enterprise Fund - \$18,756.15 for a grand total of \$410,345.25. Carried.

Gregory/Wiesner to approve consent agenda:

- a. Approval of 10/4/16 regular Common Council minutes.
- b. Approval of the following minutes:
 - (1) Aesthetic Design & Site Plan Review Board – 6/20/16
 - (2) Sturgeon Bay Utility Commission – 8/9/16
 - (3) Waterfront Redevelopment Authority – 9/19/16
 - (4) Finance/Purchasing & Building Committee – 9/27/16
 - (5) Cable Communication System Advisory Council – 9/28/16
 - (6) Park & Recreation Committee – 9/28/16
 - (7) Committee of the Whole – 10/3/16
 - (8) Waterfront Design Review Board – 10/5/16
 - (9) Committee of the Whole – 10/10/16
- c. Place the following reports on file:
 - (1) Inspection Department Report – September 2016
 - (2) Fire Department Report – September 2016
 - (3) Police Department Report – September 2016
- d. Consideration of: Approval of beverage operator licenses.
- e. Resolution re: Disallowance of claim for Jan Fagen.

Carried.

Fett/Wiesner to elect Gary DeNamur and Steve Christoferson as citizen members to the Sturgeon Bay Utility Commission and reappoint Stewart Fett as Council Representative to the Sturgeon Bay Utility Commission. Carried.

Wiesner/Vandertie to read in title only for the first reading of the ordinance re: roof pitch minimums – Municipal Code section 20.07(7)(c). Discussion took place regarding the City Plan Commission discussion and recommendation and that this ordinance would require another step if property owner wanted a roof pitch less than 4/12. Carried with Catarozoli voting no.

Personnel Committee Chair Vandertie, Parking & Traffic Committee Chair Stults, Community Protection & Services Committee Chair Wiesner and Sturgeon Bay Utility Commission Chair Fett presented reports for their respective committees/commissions.

The Mayor did not have any comments.

Catarozoli/Vandertie to adjourn. Carried. The meeting adjourned at 12:28 p.m.

Respectfully submitted,



Stephanie L. Reinhardt
City Clerk/HR Director

INDUSTRIAL PARK DEVELOPMENT REVIEW TEAM

Thursday, July 7, 2016

A meeting of the Industrial Park Development Review Team was called to order at 8:15 a.m.

Roll call: Members Jerry Stults, William Murrock Chairman and Alternate Bill Chaudior were present. Excused; Member Sandy Hurley. Also present were Duane Magin for Our Own Construction, Steven Hurly for Pro Products. Community Development Director Marty Olejniczak and Planning/Zoning Administrator Ryan Kernosky and City Engineer Chad Shefchik.

Adoption of Agenda: Motion to adopt agenda Moved by Mr. Murrock 2nd by Mr. Chaudior to adopt the following agenda: Carried.

1. Roll call.
2. Adoption of agenda.
3. Approval of minutes from February 22, 2016.
4. Consideration of: New building for Pro Products, 143 Jib Street.
5. Adjourn.

Approval of Minutes from Feb 22, 2016: Moved by Mr. Murrock 2nd by Mr. Chaudior to approve motion. Carried.

Consideration of: New building for Pro Products, 143 Jib Street: Mr. Hurley described the new building, which is a 6,000 sq. ft. storage building. It will allow them to move warehousing to have more manufacturing space within the current building. That would allow them to maybe expand the business, also process the parts they make and give a more complete product to customers.

Mr. Murrock asked about the capability of expanding the building in the future.

Mr. Hurley explained that the roof is a single pitch, it doesn't come to a peak at all. The building could be expanded to the west. This is what we feel would be adequate for now. Mr. Hurley also explained the plan for sewer and water service.

Mr. Olejniczak mentioned the landscaping requirement and the need for a landscape plan. Mr. Hurley will have to bring that later.

Mr. Chaudior asked if the building façade the same as the other. Mr. Hurley yes, it will match our other building there. Mr. Chaudior asked if they would consider something more decorative on the street side.

Mr. Olejniczak; stated the code requirements, "it is encourage that the building façade at least part be finished with brick, decorative masonry, natural stone or equivalent finish". He wondered I you have windows on 3 sides, could you put windows on the street side. Mr. Hurley said they did not want windows for security purposes mainly. Mr. Chaudior suggested they put some taller trees and bushes to decorate that side. Mr. Hurley stated they could.

Mr. Murrock mentioned that this is a separate parcel, so if a sale would occur, the façade wainscoting would be an accent to the building. Mr. Hurley said no sale is part of the future plans. He thought they could meet code with landscaping or something else.

Mr. Murrock discussed design element along the street side. It is the theme of the industrial park to have street side accents. Mr. Olejniczak again mentioned adding some windows up high. Mr. Hurley stated they did not have that in the budget and planned widows on the west and south sides only. They have a pretty strict budget on this. More Ideas were given as far as decorating that side of the building.

Mr. Murrock inquired what is required per code for parking. Mr. Kernosky stated there is nothing required at this time, but in the future it may be required if a change of use happens. Mr. Shefchik stated that the storm water management will need to be reconsidered if any additional buildings are planned. The storm water plan will be ok for this building site, but not in the future.

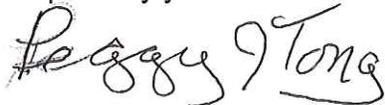
Public comment; Chris Kellems, encouraged the use of solar panels and white roofing and reusing roof water run off for some of their processes.

Mr. Chaudior moved to approve the plans submitted with a condition of bringing back a landscape plan, with the landscaping on the street side to mimic a wainscoting look. Mr. Murrock seconded. All ayes. Carried.

Motion to adjourn by Mr. Chaudoir seconded by Mr. Murrock. All ayes. Carried. T

The meeting adjourned at 8:47 a.m.

Respectfully yours

A handwritten signature in cursive script that reads "Peggy J Tong". The signature is written in black ink and is positioned above the typed name.

Peggy J Tong
Assessment Clerk/Recording Secretary
10/17/16

Aesthetic Design & Site Plan Review Board
Monday July 11, 2016

A meeting of the Aesthetic Design & Site Plan Review Board for Monday July 11, 2016 was called to order by Mr. Lake at 7:00 p.m.

Roll call: Jon Burk, Mark Lake & Josh Van Lieshout. Jeff Serafico and Dennis Van Bramer were excused. Staff present were Ryan Kernosky and Marty Olejniczak.

Adoption of agenda. Moved by Mr. Van Lieshout, seconded by Mr. Burk to approve the agenda with the removal of item #3. All ayes, carried.

1. Roll call.
2. Adoption of agenda.
3. ~~Approval of minutes from June 20, 2016.~~
4. Consideration of: Renovation of & addition to former Door County Highway Shop for Door County Senior Center, Aging Disability Resource Center, and Emergency Management/Ambulance Garage- 916 N 14th Ave.
5. Consideration of: Storage building for Kelley Stevens, 1415 Green Bay Road.
6. Consideration of: Future meeting times and dates.
7. Consideration of: Exemption for properties subject to the Waterfront Design Review Code.
8. Adjourn.

Consideration of: Renovation of & addition to former Door County Highway Shop for Door County Senior Center, Aging Disability Resource Center, and Emergency Management/Ambulance Garage - 916 N 14th Ave. Mr. Kernosky summarized discussion of the last meeting.

The board discussed landscaping in the parking lot, curbing around the lot and the relocation of the fueling station. Discussion was held concerning the drainage swale vs the need for a pond.

Public Comment; Chris Kellems, 20 Alabama St., stated her concerns regarding the landscaping, the black roof and the lighting in the parking lot.

Mr. Olejniczak stated that lighting, signage, and landscaping will come back to the board when more detail is available.

Moved by Mr. Burk, seconded by Mr. Van Lieshout to accept the plans as submitted thus far. All ayes. Carried.

Consideration of: Storage building for Kelley Stevens, 1415 Green Bay Road. Owner Kelly Stevens and Bayland Buildings representative Mark Olsen presented plans for a new storage building.

Mr. Olejniczak explained the location of the property, which is east of Apple Storage on Green Bay Road.

Mr. Stevens stated that the DOT had previously approved the driveway entrance on west side of the property. The landscaping will be similar to West Marine's landscaping. There is a catch basin to the rear of the property which will remain, to deal with water runoff.

Mr. Olejniczak stated that Mr. Stevens will have to check with the City Engineer to see if it meets Chapter 33 Storm Water Management section of the Municipal Code.

Mr. Stevens welcomed suggestions for the landscaping. He also explained that he would like to keep the building as far back on the property as possible in order to construct future for offices in the front.

Lighting was discussed; there will be two LED wall packs on the front of the building, as well as two LED packs on each side. There is no additional lighting in the parking lot needed. They have no plans for signage at this time.

After discussion, it was moved by Mr. Van Lieshout seconded by Mr. Burk to accept the plans as presented. All ayes. Carried.

Consideration of: Future meeting times and dates. Discussion was held regarding meeting dates and times. It was decided to table discussion until all members were present.

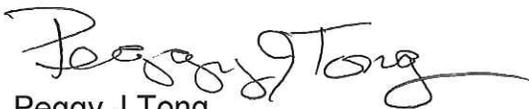
Consideration of: Exemption for properties subject to the Waterfront Design Review Code. Mr. Olejniczak explained the various design review codes within the City. They include Historic Preservation, Waterfront Design Review, Industrial Park, and the Aesthetic Design & Site Plan Review codes.

Staff has taken a look at these codes and is considering revising the codes to combine or eliminate some. The codes are set up so the applicant doesn't have to go through two or three bodies to get approval. When this overall City design code was set up, staff spoke with the different committees and no one was in favor of abolishing any of these boards at this time. It was kept at four review committees, with the idea that sometime in the future it can be reevaluated and possibly combine some codes. This item will be added to the WRA and the WDRB agendas. No further action was needed at this time.

Adjourn.

Moved by Mr. Burk, seconded by Mr. Lake to adjourn. All ayes. Carried. Meeting adjourned at 8:15 p.m.

Respectfully Submitted,



Peggy J Tong
Assessment Clerk/Recording Secretary

AESTHETIC DESIGN & SITE PLAN REVIEW BOARD

Wednesday, October 12, 2016

The Aesthetic Design & Site Plan Review Board meeting was called to order at 4:30 p.m. by Chairperson Mark Lake in the Community Room, City Hall, 421 Michigan St.

Roll call: Members Josh Van Lieshout, Jeff Serafico, Jon Burk, and Mark Lake were present. Excused: Member Dennis Van Bramer. Also present were Travis Olson, owner of Olson Dental, De Leers Representative Mike Cashman, Door County Co-op General Manager Brian Duquaine, Jimmy John's owners Bob, Susie, and Robert Esposito, Planner/Zoning Administrator Ryan Kernosky, and Community Development Secretary Cheryl Nault.

Adoption of agenda: Moved by Mr. Serafico, seconded by Mr. Burk to adopt the following agenda:

1. Roll call.
2. Adoption of agenda.
3. Approval of minutes from September 12, 2016.
4. Consideration of: Landscaping, signage, and lighting for Olson Dental, 1524 Michigan Street.
5. Consideration of: Facade changes for Door County Co-op – Appliance Avenue, 938 Egg Harbor Road (former Warner Wholesale building).
6. Consideration of: Facade changes to Jimmy Johns, 845 Egg Harbor Road (former Taco Bell).
7. Adjourn.

Carried.

Approval of minutes from September 12, 2016: Moved by Mr. Burk, seconded by Mr. Van Lieshout to approve the minutes from September 12, 2016. All ayes. Carried.

Consideration of: Landscaping, signage, and lighting for Olson Dental, 1524 Michigan Street: Mr. Kernosky stated that in regard to landscaping, three trees are located within the parking lot. The canopy trees along the sidewalk are on the approved City tree list. Six Black Hill Spruce trees will be planted to screen the neighboring property to the west. According to Mr. Olson, more trees may be planted in the spring.

Mr. Cashman mentioned that final grading has been done. Snow will be plowed to the east.

The dry bottom retention ponds were discussed. It was suggested to plant the grass types in the ponds that will withstand more moisture.

Signage was the next item of discussion. Mr. Kernosky stated that the sign cannot be a moveable (swinging) sign. It will be installed on the west side of the entrance and must be at least 15 feet from the curb. The proposed sign is approximately 27 square feet.

Mr. Olson added that the sign will have wood columns, with stone attached to the bottom of the columns to match the building. The color of the sign will also match the building. Plans are to place lighting on the sign.

A detailed lighting plan had been given to the members. Mr. Cashman stated that two LED light poles will be installed between the sidewalk and parking lot shining only on the property and sidewalk. The lights will be placed on a timer. There will be no spillover onto the neighboring properties. The building will contain wall pack lighting that will be on all the time.

After considering the landscaping, signage, and lighting, it was moved by Mr. Burk, seconded by Mr. Van Lieshout to issue a certificate of appropriateness as presented. All ayes. Carried.

Consideration of: Facade changes for Door County Co-op – Appliance Avenue, 938 Egg Harbor Road (former Warner Wholesale building): Mr. Kernosky stated that this existing lot is grandfathered into code, although it could be requested that a section of parking lot be cut out to add landscaping. Mr. Serafico would like to see a couple more trees added as you enter the parking lot.

Mr. Duquaine stated that they plan to add four windows to the front of the building. The two existing windows will be cut down in size. The existing wood shake shingles will be removed above the front entrance of the building. The parking lot has been seal coated. It is a tight parking lot and there is not much room to cut any of it out for landscaping. The entire site is asphalt. Some old trees and bushes have been removed from the northeast corner of the property. The sides of the building will be a darker gray and the existing brick will be changed to a lighter gray. The corners of the building and front entrance will be painted a red color, as well as a red stripe going across the front of the building above the windows. It is possible that a dumpster will be stored outside. There is a loading dock that they plan to enclose. They are also looking at a cardboard bailer, which would be stored inside the store.

Mr. Duquaine added that the parking lot will not have any additional lighting. Wall packs will be placed on the building. Extra conduit will be run just in case extra lighting would be needed in the future. A final lighting and signage plan will be submitted in the future.

Mr. Van Lieshout stated that this was a great use of the building.

Moved by Mr. Burk, seconded by Mr. Serafico to issue a certificate of appropriateness as presented, with conditions that any dumpsters shall be enclosed or screened by a fence or vegetation, and shrubs are to be planted behind the property to screen neighboring properties. All ayes. Carried. Lighting and signage is to be brought back to the chair for approval.

Consideration of: Facade changes to Jimmy Johns, 845 Egg Harbor Road (former Taco Bell): Mr. Kernosky explained that this is an existing building that has green space and existing landscaping. Lighting, signage, and landscaping are to be brought back to the Board for approval.

Mr. Van Lieshout stated it is pleasing to see the investments made on Egg Harbor Road after the City's investments had been made.

Rob Esposito stated that the arches on the building will be squared off. Recessed areas will be filled in. The sides will be built up to the existing wall.

Susie Esposito explained that they plan on using the existing concrete area in front of the building and possibly install a black wrought iron fence around it. They are planning to open in February, 2017.

After further discussion, it was moved by Mr. Burk, seconded by Mr. Serafico to issue a certificate of appropriateness as presented, with the landscaping, signage, and lighting to come back to the Board. All ayes. Carried.

Adjourn: Moved by Mr. Burk, seconded by Mr. Van Lieshout to adjourn. Carried. Meeting adjourned at 5:14 p.m.

Respectfully submitted,



Cheryl Nault
Community Development Secretary

CABLE COMMUNICATION SYSTEM ADVISORY COUNCIL
October 13, 2016

The Cable Communication System Advisory Council was called to order at 4:30 p.m. by Chairperson Wiesner in the Council Chambers, City Hall. Roll call: Mr. Wiesner, Mr. Loss and Mr. Tjernagel were present. Also present: Jason Mann of Mann Communications and Josh VanLieshout, City Administrator.

Moved by Mr. Loss, seconded by Mr. Tjernagel to adopt the following agenda:

1. Roll call
2. Adoption of agenda
3. Consideration of: 2017 Cable TV budget
4. Consideration of: Personal services contract with Mann Communication, LLC for cable TV services
5. Adjourn.

Carried.

2017 Cable TV Budget

It was reported that no changes have been made since the September meeting.

The 2017 budget was handed out. The \$207,000 in operating transfer/out fiber infrastructure line was clarified; it was a line item put in place for placement of fiber lines for cable access since Charter is going to start charging for their access. Mr. Mann reported there is fund surplus, where the City has decided to leave for now and not take any funds away from the balance. Mr. VanLieshout explained the operating fund is not impacted by this transfer.

Mr. Mann explained the 2017 budget is not increasing; however, there will be a reallocation of funds. Broadcast production increased as rates have increased. In the past, extra money has been left for special tapings/productions.

Moved by Mr. Loss, seconded by Mr. Tjernagel to accept the 2017 Cable TV budget as presented and approve for incorporation into the 2017 budget. All ayes. Carried.

Personal Services Contract with Mann Communication, LLC

Mr. VanLieshout explained a two year extension from the original contract was proposed, with a base adjustment for each year. The programming will stay as is. Mr. Loss questioned if there will be opportunities for growth. Mr. VanLieshout stated that extra funds, in time, can be negotiated and redirected if needed.

Moved by Mr. Loss, seconded by Mr. Tjernagel to recommend to the Community Protection and Services Committee the approval of the Personal Service Contract with Mann Communication, LLC for cable TV services. All ayes. Carried.

Moved by Mr. Loss, seconded by Mr. Tjernagel to adjourn. Carried. The meeting adjourned at 4:41p.m.

Respectfully submitted,



Sarah Spude-Olson
SBPD Office Manager

COMMUNITY PROTECTION & SERVICES COMMITTEE
October 13, 2016

A meeting of the Community Protection & Services Committee was called to order at 5:13 p.m. by Chairperson Wiesner in Council Chambers, City Hall. **Roll Call:** Members Mr. Wiesner and Mr. Ward were present. Also present was City Administrator Josh VanLieshout, City Staff Members: Chief Dietman, Chad Shefchik, Bob Bordeau and Chief Porter; and Jason Mann of Mann Communication, LLC.

Moved by Mr. Ward, seconded by Mr. Wiesner to adopt the following agenda:

1. Roll call.
2. Adoption of agenda.
3. Consideration of: 2017 Cable TV budget
4. Consideration of: Personal Services Contract with Mann Communications, LLC for Cable TV Service
5. Consideration of: Snow Blowing Business Sidewalks
6. Consideration of: Public Safety Training Facility
7. Adjourn

Carried.

2017 Cable TV Budget

The 2017 budget mirrors previous years; aside from the \$207,000 fiber cable lines and increase in contract pay which was discussed and approved by the Cable Communication Advisory Council.

Moved by Mr. Wiesner, seconded by Mr. Ward that the Community Protection & Services Committee recommends to accept the 2017 Cable TV budget as presented and approve for incorporation into the 2017 budget. All ayes. Carried.

Personal Services Contract with Mann Communication, LLC

There were no questions regarding the extension of the service contract with Mann Communications. A wage increase was proposed for the next two years. This was approved by the Cable Communication Advisory Council.

Moved by Mr. Wiesner, seconded by Mr. Ward that the Community Protection & Services Committee recommends the approval of the Personal Service Contract with Mann Communication, LLC for cable TV services for an additional term of two years commencing January 1, 2017. All ayes. Carried.

Snow Blowing Business Sidewalks

In January Mr. Bordeau, Municipal Services Directory, came before the committee to discuss removal of snow on the new sidewalks along Egg Harbor Road. Letters were sent informing the businesses making them aware they are responsible for snow removal, in

accordance with the City ordinance. If snow is not removed, the City will plow the sidewalk and charge that business.

Currently, after each 3" snowfall, the City Municipal Services Department blows the snow from sidewalks in the downtown area; defined as the area around Third Avenue and Madison Avenue. Since the installation of sidewalks on Egg Harbor Road, businesses have requested to have their sidewalks included in the snow blowing program.

It takes DPW twelve man hours at a cost of \$1,235 per snow event to blow sidewalks that border City owned property and downtown businesses. This cost includes wages, benefits and equipment costs.

After researching the records, it is still unknown when or why this practice started. The City Clerk questioned other municipalities to see if they clear sidewalks for businesses; all ten responses stated they do not. Additionally, they all stated that if sidewalks are not cleared within a certain amount of time the city will hire or clear the sidewalk and bill the property owner for this service.

Mr. Ward questioned if the City stops clearing snow, how many businesses will that impact. Mr. Bordeau was unsure, but added if the City continues to plow sidewalks where do we draw the line? It is anticipated that a few businesses will complain, but the majority will understand. Mr. VanLieshout stated the City is competing with private businesses that make their living cleaning snow, and recommends getting out of the business. Mr. Wiesner agreed.

Mr. Ward asked what the exit plan should be. Mr. VanLieshout thought a public notice put onto the City Facebook page and public access channel; Mr. Ward suggested sending a letter or including one in the utility bill. Mr. VanLieshout stated the City will work on getting the notice out to the public; if there are any issues with the explanation they will be justified at that time. Mr. Bordeau will get the notices out before the snow starts.

Moved by Mr. Ward, seconded by Mr. Wiesner that the Community Protection & Services Committee approves the staff recommendation to eliminate snow blowing on downtown sidewalks. All ayes. Carried.

Public Safety Training Facility

Chief Dietman updated the committee on the training facility. At this time they have been donated fencing, Roen Salvage is taking care of the training pods, and majority of site prep can be done in-house.

Surveys have been sent to businesses in the industrial park gathering insurance saving information; some have come back stating minimal saving (7-10% annually) but are positive with the potential change in the ISO rating.

At this time no additional funding is being requested; information regarding costs involving utilities and sewer is pending.

Mr. Ward asked if private companies were interested in using the facility, what kind of agreement would be in place regarding renting the facility. Chief Dietman stated there is

already interest. At this time a usage agreement is being drawn up; there will be a minimal charge but it has not been decided upon. There are many different trainings the facility can host; not just for fire departments. The pods can be configured to whatever aspects are being taught.

Mr. Ward asked if there have been complaints with location. Chief Dietman stated he was confident the site was an ideal location due to it being more rural, not many neighbors. Mr. Wiesner agreed the location is ideal, and that it will be a benefit to the City. Eventually a bathroom may be built that can be utilized by visitors to the dog park; which would be an additional asset.

Chief Dietman commented that training is important to his department; and having something local would be valued.

Moved by Mr. Wiesner seconded by Mr. Ward that the Community Protection & Services Committee recommends to approve and give permission to the Fire Department to move forward with the Public Safety Training Facility. All ayes. Carried.

Moved by Mr. Wiesner, seconded by Mr. Ward to adjourn the meeting of the Community Protection Services Committee. All ayes. Carried. The meeting was adjourned at 5:42 p.m.

Respectfully submitted,



Sarah Spude-Olson
Police Department
Administrative Office Manager

PARKING & TRAFFIC COMMITTEE**October 17, 2016**

A meeting of the Parking & Traffic Committee was called to order at 3:30 p.m. by Chairperson Stults in Council Chambers, City Hall, 421 Michigan Street.

Members Will Gregory, Ron Vandertie and Jerry Stults were present. Also present: City Administrator Josh VanLieshout, Police Chief Arleigh Porter, Municipal Services Director Bob Bordeau, and Municipal Services Secretary Colleen DeGrave.

Moved by Ald. Gregory, seconded by Ald. Vandertie to adopt the following agenda:

1. **Roll call.**
2. **Adoption of agenda.**
3. **Approval of minutes from 8/15/2016.**
4. **Public comment on Agenda items.**
5. **Consideration of: Placing a Handicap Parking sign on Michigan St. @ 3rd Ave.**
6. **Adjourn.**

All in favor. Carried.

Moved by Ald. Vandertie, seconded by Ald. Gregory, to approve the minutes from 08/15/2016. Carried.

Public comment on Agenda items.

No public comment.

Consideration of: Placing a Handicap Parking sign on Michigan St. @ 3rd Ave.

Police Chief Porter explained that he had an anonymous request for a handicap parking stall to be placed on Michigan St. as close to 3rd Ave. as possible. He stated a parking stall already exists there, and changing it to a handicap parking stall with signage is what would be needed to enforce it. He said the proposed parking stall would be consistent with handicap spaces near Louisiana and Kentucky Streets. The necessary pole for signage already exists at this location. The signage would be at a cost of roughly \$40.

Motion by Ald. Vandertie, seconded by Ald. Gregory to install a handicap parking sign @ the corner of 3rd Ave. & Michigan St., on the NE corner of Michigan Street. All in favor. Carried.

Municipal Services Director Bob Bordeau questioned whether the party making the request actually had a handicap parking tag and whether the said party would be able to park there.

Motion withdrawn.

Motion by Ald. Vandertie, seconded by Ald. Gregory to install a handicap parking sign @ the corner of 3rd Ave. & Michigan St., on the NE corner of Michigan Street if deemed necessary by staff. All in favor. Carried.

Meeting adjourned at 3:40 p.m.

Respectfully Submitted,



Colleen DeGrave
Municipal Services Secretary

FINANCE/PURCHASING & BUILDING COMMITTEE
October 18, 2016

A meeting of the Finance/Purchasing & Building Committee was called to order at 11:45am by Chairperson Fett in the Council Chambers, City Hall. Roll call: Alderpersons Fett and Stults were present. Alderperson Ward was excused. Also present: Finance Director/City Treasurer, and Receptionist Metzger.

A motion was made by Alderperson Stults, seconded by Alderperson Fett to adopt the following agenda:

1. Roll call.
2. Adoption of agenda.
3. Review bills.
4. Adjourn.

Carried.

Review bills

Moved by Alderperson Fett, seconded by Alderperson Stults to approve the bills as presented and forward to the Common Council for payment. Carried.

Moved by Alderperson Stults, seconded by Alderperson Fett to adjourn. Carried. The meeting adjourned at 11:45am.

Respectfully submitted,


Tricia Metzger

CITY PLAN COMMISSION
Wednesday, October 19, 2016

A meeting of the City Plan Commission was called to order at 7:00 p.m. by Vice-Chairperson Dennis Statz in the Council Chambers, City Hall, 421 Michigan Street.

Roll call: Members Steven Hurley, Dennis Statz, Mike Gilson, and Ron Vandertie were present. Excused: Members Rick Wiesner, Jeff Norland, and Bob Starr. Also present were Planner/Zoning Administrator Ryan Kernosky, Community Development Director Marty Olejniczak, and Community Development Secretary Cheryl Nault.

Adoption of agenda: Moved by Mr. Hurley, seconded by Mr. Gilson to adopt the following agenda:

1. Roll call.
2. Adoption of agenda.
3. Approval of minutes from September 21, 2016.
4. Zoning map amendment from Two-Family Residential (R-3) to Mixed Commercial Residential (C-5), for Maser DC 1, LLC, for a vacant parcel located on Iowa Street, between N. 5th Avenue and N. 6th Avenue, parcel #281-10-85400101.
 - a. Presentation
 - b. Public Hearing
 - c. Consideration of
5. Discussion of: Jefferson Street corridor rezoning to Mixed Commercial-Residential (C-5).
6. Discussion of: Zoning code amendment to allow accessory dwelling units.
7. Consideration of: Future meeting time.
8. Public comment on Plan Commission related items.
9. Adjourn.

Carried.

Approval of minutes from September 21, 2016: Moved by Mr. Gilson, seconded by Mr. Hurley to approve the minutes from September 21, 2016. All ayes. Carried.

Zoning map amendment from Two-Family Residential (R-3) to Mixed Commercial Residential (C-5), for Maser DC 1, LLC, for a vacant parcel located on Iowa Street, between N. 5th Avenue and N. 6th Avenue, parcel #281-10-85400101:

Presentation: Pete Hurth, representing Maser DC 1, LLC, stated that Baudhuin, Inc. is renting the upstairs of the former Wellness Center, located at 312 N. 5th Avenue. The upstairs includes 2500 square feet. The first floor contains 3200 square feet. Maser DC 1, LLC would like to acquire the vacant parcel across the alley, owned by Elliot Goettelman, and construct a 16' x 20' storage building and a 24' x 28' storage building, along with a parking area. The lot is small and constructing a single-family home on the lot would be very tight. The front of the proposed storage buildings would resemble the Wellness Center. The lot is currently grass. They would also do some landscaping on the property.

Mr. Kernosky stated the property is currently zoned R-3 and are proposing to rezone to C-5. Within the Comprehensive Plan, this is an example of a Transitional Residential Commercial neighborhood. If this lot were to be sold in the future, the proposed lot should go along with the Wellness Center property.

Mr. Olejniczak added that if Plan Commission recommends the rezoning to Council, the design would also have to go before the Aesthetic Design & Site Plan Review Board, which includes approval of the storage buildings, landscaping, and signage.

Mr. Hurth stated that the smaller storage building would be built first, as well as adding the parking area that would be used for employee parking. The existing parking for the former Wellness Center would be for customers, and not only for Baudhuin, Inc., but whoever the first floor would be rented to.

Public Hearing: Vice-Chair Statz opened the public hearing at 7:10 p.m.

Kurt Kluge, 522 Jefferson Street, stated that he owns the adjacent parcel. He was concerned about an increase in traffic, concerned about aesthetics, and concerned that there was no storm sewer.

Vicki Kluge, 522 Jefferson Street, questioned what the difference was between the R-3 district and the C-5 district.

Elliot Goettelman, 26 N. 3rd Avenue, stated that he purchased the property three years ago. There had been a house located on the lot that he had torn down. He thought it made sense to rezone to C-5.

Ms. Nault read one letter of correspondence in opposition from Rob & Anne Kifer, Sister Bay, and property owner on Iowa Street.

The public hearing was declared closed at 7:21 p.m.

Consideration of: Mr. Kernosky said that considering the size and shape of the lot, it is not desirable for a single-family home.

Mr. Olejniczak stated that two issues would be resolved, including parking for the former Wellness Center building and what to do with the vacant parcel. It is a mixed area of homes, rentals, and seasonal homes. The stormwater management needs to be approved by the City Engineer.

Mr. Hurth added that Baudhuin, Inc. currently rents a storage building on the west side of town. They would not have to rent if they owned their own building. They may go in the building maybe once a week. A survey truck would be parked in the lot during the night. There would not be much additional traffic.

After further discussion, it would be moved by Mr. Vandertie, seconded by Mr. Statz to act on this request at this meeting. All ayes. Carried.

Moved by Mr. Hurley, seconded by Mr. Statz to recommend to Council approval of rezoning the vacant parcel, currently owned by Elliot Goettelman, from Two-Family Residential (R-3) to Mixed Commercial-Residential (C-5) for Maser DC 1, LLC, located on Iowa Street, between N. 5th Avenue and N. 6th Avenue, with the condition that there is a restrictive covenant tying the ownership to Maser DC 1, LLC at 312 N. 5th Avenue, within the deed prior to building permits being issued and that the Aesthetic Design & Site Plan Review Board reviews the project before approval. All ayes. Carried.

Discussion of: Jefferson Street corridor rezoning to Mixed Commercial-Residential (C-5): Mr. Kernosky stated that this item was brought up since there was an existing business on Jefferson Street that is intending to sell their property and convert the house into residential. The issue is that the existing property is zoned C-2. Within the C-2 district, you can have residential as part of it, however it can only be up to 50% of the floor area. If one of the buildings on Jefferson Street were to be sold and converted back to single-family residential, it can be done in a C-5 district, but not a C-2 district. In 2008 a neighborhood meeting was held in regard to rezoning the area to C-5. A few people showed up with concerns. The C-2 district does not require any off-street parking, but the C-5 requires half of the parking in existing buildings. A new building would require all the parking. There are more options available in the C-5 district, although signage is more restrictive. Staff is interested in holding another public meeting to see if there would be interest in rezoning the Jefferson Street corridor as a mass to C-5, rather than individual.

Members agreed that this would be worth taking another look at. Staff will put together a public informational meeting regarding a mass rezoning for the Jefferson Street corridor and report back to the Plan Commission. No other action was needed.

Discussion of: Zoning code amendment to allow accessory dwelling units: Mr. Olejniczak explained that an accessory dwelling unit is a smaller unit that would be secondary to the principal dwelling on a lot. Door County has recently added this to their code. Mainly in the older areas of town there are a lot of two-family homes that were created out of a single-family home that pre-dated the zoning code. Currently, the City only allows one dwelling unit per lot, unless the property is zoned for two-family. If the Plan Commission wished to pursue this further, additional language from other codes could be brought back to a future meeting.

Mr. Statz didn't think there was a lot of demand for this, but did like the idea.

Mr. Hurley thought this should be explored and to confer with other communities to see there were any challenges they have had.

Mr. Gilson stated this would address affordable housing issues and the aging population.

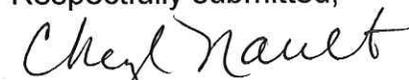
The consensus was for staff to go forward with the concept and come back with ideas and language.

Consideration of: Future meeting time: It was the consensus of the Commission to discuss this item when all Commission members are present.

Public comment on Plan Commission related items: There was no public comment.

Adjourn: Moved by Mr. Vandertie, seconded by Mr. Hurley to adjourn. Carried. Meeting adjourned at 8:14 p.m.

Respectfully submitted,



Cheryl Nault
Community Development Secretary

SEPTEMBER 2016 BANK RECONCILIATION

CHECKING ACCOUNTS

INVESTMENT ACCOUNTS

	GENERAL FUND BAYLAKE	WDF BAYLAKE	SNAP BAYLAKE	GENERAL/CAPITAL FUND INVESTMENTS
PRIOR G/L BALANCE	4,597,772.88	340,567.38	4,580.16	1,190,414.62
REVENUE	20,022,567.01	18,783.71	421.00	0.00
DISBURSEMENTS	21,780,407.72	0.00	48.90	100.01
AMOUNT IN TRANSIT	482.29	0.00	0.00	0.00
ADJUSTMENTS	28,138.38	0.00	0.00	0.00
ENDING BALANCE	2,867,588.26	359,351.09	4,952.26	1,190,314.61
BANK BALANCE	3,024,785.84	359,351.09	4,952.26	1,190,314.61
LESS OUTS, CHECKS	157,197.58	0.00	0.00	0.00
	2,867,588.26	359,351.09	4,952.26	1,190,314.61

SAVINGS ACCOUNTS

	GENERAL FUND STATE - #2	GENERAL FUND BAYLAKE BANK - (MMBI)	TIF #1 DEBT STATE - #11	WDF STATE - #4	CAPITAL - BUILDING DEBT STATE - #9	CAPITAL - EH RD STATE - #15	TIF #3 DEBT STATE - #08	TIF #9 CONSTRUCTION STATE - #14
PRIOR G/L BALANCE	2,181,341.52	27,227.81	221,403.13	105,609.41	5,979.32	21,486.15	787,187.08	89,570.53
REVENUE	9,657,740.94	0.22	77.34	36.89	2.09	7.51	261.48	31.29
DISBURSEMENTS	9,000,000.00	1,327.40	0.00	0.00	0.00	0.00	128,631.25	0.00
AMOUNT IN TRANSIT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
ADJUSTMENTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
ENDING BALANCE	2,839,082.46	25,900.63	221,480.47	105,646.30	5,981.41	21,503.66	658,817.31	89,601.82
BANK BALANCE	2,839,082.46	25,900.63	221,480.47	105,646.30	5,981.41	21,503.66	658,817.31	89,601.82

	TIF #2 BAYLAKE - (MMBA)	TIF #2 STATE - #3	TIF #2 DEBT 99A&B STATE - #10	TIF #2 AMENDED AREA CONST. - STATE - #06	TIF #2 AMENDED AREA CAP. INT. - STATE - #7	TIF #2 WFRDA DEBT RES. STATE - #13	TIF #4 DEBT SVC STATE - #12	TIF #4 CONSTRUCTION STATE - #01
PRIOR G/L BALANCE	3,728.03	56,921.03	1,552,993.68	56,850.71	68,402.14	1,655,486.23	21,558.79	1,753,511.18
REVENUE	0.03	19.88	7,303,679.97	19.86	23.89	404.83	5.49	612.50
DISBURSEMENTS	0.00	0.00	7,791,613.75	0.00	0.00	1,655,000.00	19,500.00	0.00
AMOUNT IN TRANSIT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
ADJUSTMENTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
ENDING BALANCE	3,728.06	56,940.91	1,065,059.90	56,870.57	68,426.03	891.06	2,064.28	1,754,123.68
BANK BALANCE	3,728.06	56,940.91	1,065,059.90	56,870.57	68,426.03	891.06	2,064.28	1,754,123.68

10/21/2016

7c2.

CITY OF STURGEON BAY
 SUMMARIZED REVENUE & EXPENSE REPORT

FOR FUND: GENERAL FUND
 FOR 9 PERIODS ENDING SEPTEMBER 30, 2016

DEPARTMENT DESCRIPTION	SEPTEMBER		VARI- ANCE	FISCAL		YEAR-TO-DATE ACTUAL	VARI- ANCE
	BUDGET	ACTUAL		YEAR BUDGET	ACTUAL		
REVENUES	931,338.19	143,546.88	(84.5)	11,176,055.00	7,652,896.15	(31.5)	
GENERAL FUND	931,338.19	143,546.88	(84.5)	11,176,055.00	7,652,896.15	(31.5)	
TOTAL REVENUES	931,338.19	143,546.88	(84.5)	11,176,055.00	7,652,896.15	(31.5)	
EXPENSES	66,338.19	272,498.99	(310.7)	796,055.00	736,208.24	7.5	
GENERAL FUND	66,338.19	272,498.99	(310.7)	796,055.00	736,208.24	7.5	
MAYOR	1,045.03	2,200.35	(110.5)	12,540.00	10,162.91	18.9	
CITY COUNCIL	4,792.52	4,531.30	5.4	57,510.00	43,546.24	24.2	
LAW/LEGAL	4,583.34	2,605.00	43.1	55,000.00	23,278.00	57.6	
CITY CLERK-TREASURER	31,849.63	34,673.47	(8.8)	382,195.00	284,235.37	25.6	
ADMINISTRATION	11,525.45	12,298.67	(6.7)	138,305.00	99,098.54	28.3	
COMPUTER	4,383.36	5,554.38	(26.7)	52,600.00	33,347.65	36.6	
CITY ASSESSOR	8,258.41	6,830.50	17.2	99,100.00	67,008.33	32.3	
BOARD OF REVIEW	126.69	0.00	100.0	1,520.00	538.25	64.5	
BUILDING/ZONING CODE ENFORCEMENT	5,498.76	5,684.14	(3.3)	65,985.00	37,329.06	43.4	
MUNICIPAL SERVICES ADMIN.	18,217.96	21,653.67	(18.8)	218,615.00	164,417.20	24.7	
PUBLIC WORKS ADMINISTRATION	20,347.57	22,092.91	(8.5)	244,170.00	178,541.20	26.8	
ELECTIONS DEPARTMENT	1,717.53	2,326.55	(35.4)	20,610.00	16,212.74	21.3	
CITY HALL	12,286.73	18,839.75	(53.2)	147,560.00	96,191.04	34.8	
INSURANCE	35,175.86	36,651.00	(4.1)	422,110.00	348,209.86	17.5	
GENERAL EXPENDITURES	120,063.38	11,188.73	90.6	1,440,760.00	56,877.28	96.0	
POLICE DEPARTMENT	33,284.66	35,920.88	(7.9)	399,415.00	294,864.23	26.1	
PATROL BOAT	1,056.27	1,355.69	(28.3)	12,675.00	5,710.73	54.9	
PARKING ENFORCEMENT	0.00	0.00	0.0	0.00	0.00	0.0	
POLICE DEPARTMENT/PATROL	167,066.78	168,303.39	(0.7)	2,004,800.00	1,382,131.29	31.0	
POLICE DEPT. / INVESTIGATIONS	11,219.19	10,626.34	5.2	134,630.00	108,520.49	19.3	
FIRE DEPARTMENT	154,310.11	149,286.82	3.2	1,851,720.00	1,350,677.40	27.0	
STORM SEWERS	2,780.44	2,316.72	16.6	33,365.00	11,653.79	65.0	
SOLID WASTE MGMT/SPRING/FALL	4,117.10	1,793.70	56.4	49,405.00	8,400.20	82.9	
COMPOST/SOLID WASTE SITE	2,619.62	377.36	85.5	31,435.00	13,342.50	57.5	
STREET SWEEPING	3,230.43	5,029.88	(55.7)	38,765.00	26,634.73	31.2	
WEED ABATEMENT	783.34	965.35	(23.2)	9,400.00	1,955.66	79.1	
ROADWAYS/STREETS	14,846.28	22,649.90	(52.5)	178,155.00	162,487.65	8.7	
SNOW REMOVAL	16,845.44	27,734.54	(64.6)	202,145.00	140,518.39	30.4	
STREET SIGNS AND MARKINGS	4,562.53	7,379.28	(61.7)	54,750.00	47,948.98	12.4	
CURB/GUTTER/SIDEWALK	1,241.69	1,645.15	(32.4)	14,900.00	3,198.86	78.5	
STREET MACHINERY	14,195.03	13,894.47	2.1	170,340.00	103,740.17	39.0	
CITY GARAGE	5,205.07	4,287.98	17.6	62,460.00	40,432.35	35.2	
CELEBRATION & ENTERTAINMENT	4,183.37	761.38	81.7	50,200.00	41,279.75	17.7	
HIGHWAYS - GENERAL	42,399.62	36,709.84	13.4	508,795.00	328,151.92	35.5	
PARK & RECREATION ADMIN	9,289.64	13,686.28	(47.3)	111,475.00	86,536.90	22.3	
PARKS AND PLAYGROUNDS	32,956.77	31,937.31	3.0	395,480.00	293,849.61	25.6	
BALLFIELDS	2,657.94	2,447.83	7.9	31,895.00	25,472.96	20.1	
ICE RINKS	868.77	0.00	100.0	10,425.00	10,513.45	(0.8)	
BEACHES	101.26	0.00	100.0	1,215.00	0.00	100.0	

7c2.

CITY OF STURGEON BAY
 SUMMARIZED REVENUE & EXPENSE REPORT

FOR FUND: GENERAL FUND
 FOR 9 PERIODS ENDING SEPTEMBER 30, 2016

DEPARTMENT DESCRIPTION	SEPTEMBER	SEPTEMBER	VARI- ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	VARI- ANCE
	BUDGET	ACTUAL				
EXPENSES						
MUNICIPAL DOCKS	4,107.12	6,764.06	(64.6)	49,285.00	35,375.45	28.2
WATER WEED MANAGEMENT	7,959.62	10,313.36	(29.5)	95,515.00	53,789.74	43.6
WATERFRONT PARKS & WALKWAYS	5,055.04	7,368.34	(45.7)	60,660.00	47,439.34	21.7
EMPLOYEE BENEFITS	2,054.18	1,096.61	46.6	24,650.00	11,708.77	52.4
PUBLIC FACILITIES	6,361.67	0.00	100.0	76,340.00	56,028.99	26.6
BOARDS AND COMMISSIONS	43.76	0.00	100.0	525.00	132.32	74.7
COMMUNITY & ECONOMIC DEVLPMNT	29,716.74	22,450.10	24.4	356,600.00	267,554.06	24.9
TOTAL EXPENSES	931,339.89	1,046,731.97	(12.3)	11,176,055.00	7,155,252.59	35.9
TOTAL FUND REVENUES	931,338.19	143,546.88	(84.5)	11,176,055.00	7,652,896.15	(31.5)
TOTAL FUND EXPENSES	931,339.89	1,046,731.97	(12.3)	11,176,055.00	7,155,252.59	35.9
SURPLUS (DEFICIT)	(1.70)	(903,185.09)	8434.7	0.00	497,643.56	100.0

CITY OF STURGEON BAY
 SUMMARIZED REVENUE & EXPENSE REPORT

FOR FUND: CAPITAL FUND
 FOR 9 PERIODS ENDING SEPTEMBER 30, 2016

DEPARTMENT DESCRIPTION	SEPTEMBER BUDGET	SEPTEMBER ACTUAL	VARI-ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	VARI-ANCE	REVENUES	
							2016	2016
TOTAL REVENUES	201,495.54	206,857.49	2.6	2,417,946.00	1,771,327.63	(26.7)		
EXPENSES								
CITY CLERK-TREASURER	0.00	0.00	0.0	0.00	0.00	0.0		
ADMINISTRATION	0.00	0.00	0.0	0.00	0.00	0.0		
COMPUTER	1,500.00	823.93	45.0	18,000.00	3,257.07	81.9		
CITY ASSESSOR	833.34	0.00	100.0	10,000.00	0.00	100.0		
MUNICIPAL SERVICES ADMIN.	2,083.34	0.00	100.0	25,000.00	22,505.50	9.9		
ELECTIONS	0.00	0.00	0.0	0.00	0.00	0.0		
CITY HALL	0.00	0.00	0.0	0.00	0.00	0.0		
GENERAL EXPENDITURES	7,916.68	29,653.07	(274.5)	95,000.00	348,806.17	(267.1)		
POLICE DEPARTMENT	0.00	0.00	0.0	0.00	0.00	0.0		
PATROL	11,466.68	8,791.50	23.3	137,600.00	85,820.71	37.6		
POLICE DEPT. / INVESTIGATIONS	0.00	0.00	0.0	0.00	0.00	0.0		
FIRE DEPARTMENT	44,128.84	4,019.89	90.8	529,546.00	353,266.35	33.2		
STORM SEWERS	25,225.01	0.00	100.0	302,700.00	295,804.28	2.2		
SOLID WASTE MGMT/REUSE/RECYCL	0.00	0.00	0.0	0.00	0.00	0.0		
SOLID WASTE MGMT/SPRING/FALL	0.00	0.00	0.0	0.00	0.00	0.0		
ROADWAYS/STREETS	77,300.01	162,734.56	(110.5)	927,600.00	561,320.24	39.4		
SNOW REMOVAL	416.67	0.00	100.0	5,000.00	3,530.00	29.4		
CURB/GUTTER/SIDEWALK	15,000.00	0.00	100.0	180,000.00	83,668.87	53.5		
CITY GARAGE	833.34	0.00	100.0	10,000.00	2,568.50	74.3		
PARKS AND PLAYGROUNDS	6,291.68	3,398.75	45.9	75,500.00	196,138.09	(159.7)		
BALLFIELDS	4,416.67	0.00	100.0	53,000.00	0.00	100.0		
ICE RINKS	0.00	0.00	0.0	0.00	0.00	0.0		
BEACHES	0.00	0.00	0.0	0.00	0.00	0.0		
MUNICIPAL DOCKS	0.00	0.00	0.0	0.00	0.00	0.0		
WATER WEED MANAGEMENT	5,000.00	0.00	100.0	60,000.00	0.00	100.0		
WATERFRONT PARKS & WALKWAYS	541.68	0.00	100.0	6,500.00	4,228.50	34.9		
SANITARY & WATER MAIN	0.00	0.00	0.0	0.00	0.00	0.0		
PUBLIC FACILITIES	0.00	0.00	0.0	0.00	0.00	0.0		
COMMUNITY & ECONOMIC DEVLPMNT	0.00	0.00	0.0	0.00	0.00	0.0		
TOTAL EXPENSES	202,953.94	209,421.70	(3.1)	2,435,446.00	1,960,914.28	19.4		
TOTAL FUND REVENUES	201,495.54	206,857.49	2.6	2,417,946.00	1,771,327.63	(26.7)		
TOTAL FUND EXPENSES	202,953.94	209,421.70	(3.1)	2,435,446.00	1,960,914.28	19.4		
SURPLUS (DEFICIT)	(1,458.40)	(2,564.21)	75.8	(17,500.00)	(189,586.65)	983.3		

CITY OF STURGEON BAY
 SUMMARIZED REVENUE & EXPENSE REPORT

FOR FUND: CABLE TV
 FOR 9 PERIODS ENDING SEPTEMBER 30, 2016

DEPARTMENT DESCRIPTION	SEPTEMBER BUDGET	SEPTEMBER ACTUAL	VARI-ANCE %	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	VARI-ANCE %
REVENUES						
CABLE TV / GENERAL	11,250.00	0.00	100.0	135,000.00	105,043.56	(22.1)
TOTAL REVENUES	11,250.00	0.00	100.0	135,000.00	105,043.56	(22.1)
EXPENSES						
CABLE TV / GENERAL	8,775.07	6,393.53	27.1	105,300.00	47,834.97	54.5
TOTAL EXPENSES	8,775.07	6,393.53	27.1	105,300.00	47,834.97	54.5
TOTAL FUND REVENUES	11,250.00	0.00	100.0	135,000.00	105,043.56	(22.1)
TOTAL FUND EXPENSES	8,775.07	6,393.53	27.1	105,300.00	47,834.97	54.5
SURPLUS (DEFICIT)	2,474.93	(6,393.53)	(358.3)	29,700.00	57,208.59	92.6

CITY OF STURGEON BAY
 SUMMARIZED REVENUE & EXPENSE REPORT

FOR FUND: TOURISM FUND
 FOR 9 PERIODS ENDING SEPTEMBER 30, 2016

DEPARTMENT DESCRIPTION	SEPTEMBER BUDGET	SEPTEMBER ACTUAL	VARI-ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	VARI-ANCE
REVENUES						
TOURISM COMMITTEE / GENERAL	0.00	0.00	0.0	0.00	0.00	0.0
TOTAL REVENUES	0.00	0.00	0.0	0.00	0.00	0.0
EXPENSES						
TOURISM COMMITTEE / GENERAL	0.00	0.00	0.0	0.00	0.00	0.0
TOTAL EXPENSES	0.00	0.00	0.0	0.00	0.00	0.0
TOTAL FUND REVENUES	0.00	0.00	0.0	0.00	0.00	0.0
TOTAL FUND EXPENSES	0.00	0.00	0.0	0.00	0.00	0.0
SURPLUS (DEFICIT)	0.00	0.00	0.0	0.00	0.00	0.0

CITY OF STURGEON BAY
 SUMMARIZED REVENUE & EXPENSE REPORT

FOR FUND: TID #2 DISTRICT
 FOR 9 PERIODS ENDING SEPTEMBER 30, 2016

DEPARTMENT DESCRIPTION	TID DISTRICT #2	SEPTEMBER		VARI- ANCE	FISCAL YEAR BUDGET	FISCAL		VARI- ANCE
		BUDGET	ACTUAL			YEAR- TO- DATE ACTUAL	YEAR- TO- DATE ACTUAL	
REVENUES								
TID DISTRICT #2		129,928.61	7,304,148.46	5521.6	1,559,143.00	9,009,460.33	477.8	
TOTAL REVENUES		129,928.61	7,304,148.46	5521.6	1,559,143.00	9,009,460.33	477.8	
EXPENSES								
TID DISTRICT #2		232,831.71	9,723,811.90	(4076.3)	2,793,980.00	10,135,675.99	(262.7)	
TOTAL EXPENSES		232,831.71	9,723,811.90	(4076.3)	2,793,980.00	10,135,675.99	(262.7)	
TOTAL FUND REVENUES		129,928.61	7,304,148.46	5521.6	1,559,143.00	9,009,460.33	477.8	
TOTAL FUND EXPENSES		232,831.71	9,723,811.90	(4076.3)	2,793,980.00	10,135,675.99	(262.7)	
SURPLUS (DEFICIT)		(102,903.10)	(2,419,663.44)	2251.3	(1,234,837.00)	(1,126,215.66)	(8.7)	

CITY OF STURGEON BAY
 SUMMARIZED REVENUE & EXPENSE REPORT

FOR FUND: TID #1 DISTRICT
 FOR 9 PERIODS ENDING SEPTEMBER 30, 2016

DEPARTMENT DESCRIPTION	SEPTEMBER BUDGET	SEPTEMBER ACTUAL	VARI-ANCE %	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	VARI-ANCE %
REVENUES						
TID #1 DISTRICT	50,609.34	77.34	(99.8)	607,312.00	608,526.10	0.1
TOTAL REVENUES	50,609.34	77.34	(99.8)	607,312.00	608,526.10	0.1
EXPENSES						
TID #1 DISTRICT	48,614.75	0.00	100.0	583,377.00	583,376.90	0.0
TOTAL EXPENSES	48,614.75	0.00	100.0	583,377.00	583,376.90	0.0
TOTAL FUND REVENUES	50,609.34	77.34	(99.8)	607,312.00	608,526.10	0.1
TOTAL FUND EXPENSES	48,614.75	0.00	100.0	583,377.00	583,376.90	0.0
SURPLUS (DEFICIT)	1,994.59	77.34	(96.1)	23,935.00	25,149.20	5.0

CITY OF STURGEON BAY
 SUMMARIZED REVENUE & EXPENSE REPORT

FOR FUND: TID #3 DISTRICT
 FOR 9 PERIODS ENDING SEPTEMBER 30, 2016

DEPARTMENT DESCRIPTION	SEPTEMBER BUDGET	SEPTEMBER ACTUAL	VARI-ANCE %	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	VARI-ANCE %
REVENUES						
TID #3 DISTRICT	22,129.19	292.77	(98.6)	265,550.00	230,979.06	(13.0)
TOTAL REVENUES	22,129.19	292.77	(98.6)	265,550.00	230,979.06	(13.0)
EXPENSES						
TID #3 DISTRICT	19,402.45	128,631.25	(562.9)	232,829.00	157,555.50	32.3
TOTAL EXPENSES	19,402.45	128,631.25	(562.9)	232,829.00	157,555.50	32.3
TOTAL FUND REVENUES	22,129.19	292.77	(98.6)	265,550.00	230,979.06	(13.0)
TOTAL FUND EXPENSES	19,402.45	128,631.25	(562.9)	232,829.00	157,555.50	32.3
SURPLUS (DEFICIT)	2,726.74	(128,338.48)	(4806.6)	32,721.00	73,423.56	124.3

CITY OF STURGEON BAY
 SUMMARIZED REVENUE & EXPENSE REPORT

FOR FUND: TID #4 DISTRICT
 FOR 9 PERIODS ENDING SEPTEMBER 30, 2016

DEPARTMENT DESCRIPTION	SEPTEMBER BUDGET	SEPTEMBER ACTUAL	VARI-ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	VARI-ANCE
REVENUES						
TID #4 DISTRICT	147,543.34	380.94	(99.7)	1,770,520.00	20,562.11	(98.8)
TOTAL REVENUES	147,543.34	380.94	(99.7)	1,770,520.00	20,562.11	(98.8)
EXPENSES						
TID #4 DISTRICT	0.00	0.00	0.0	0.00	3,152.00	100.0
TID #4 DISTRICT	309,034.70	22,488.00	92.7	3,708,416.00	184,640.88	95.0
TOTAL EXPENSES	309,034.70	22,488.00	92.7	3,708,416.00	187,792.88	94.9
TOTAL FUND REVENUES	147,543.34	380.94	(99.7)	1,770,520.00	20,562.11	(98.8)
TOTAL FUND EXPENSES	309,034.70	22,488.00	92.7	3,708,416.00	187,792.88	94.9
SURPLUS (DEFICIT)	(161,491.36)	(22,107.06)	(86.3)	(1,937,896.00)	(167,230.77)	(91.3)

CITY OF STURGEON BAY
 SUMMARIZED REVENUE & EXPENSE REPORT

FOR FUND: REVOLVING LOAN FUND (STATE)
 FOR 9 PERIODS ENDING SEPTEMBER 30, 2016

DEPARTMENT DESCRIPTION	SEPTEMBER BUDGET	SEPTEMBER ACTUAL	VARI-ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	VARI-ANCE
REVENUES						
REVOLVING LOAN FUND (STATE)	1,189.61	1,971.60	65.7	14,275.00	10,157.61	(28.8)
TOTAL REVENUES	1,189.61	1,971.60	65.7	14,275.00	10,157.61	(28.8)
EXPENSES						
REVOLVING LOAN FUND (STATE)	983.34	0.00	100.0	11,800.00	0.00	100.0
TOTAL EXPENSES	983.34	0.00	100.0	11,800.00	0.00	100.0
TOTAL FUND REVENUES	1,189.61	1,971.60	65.7	14,275.00	10,157.61	(28.8)
TOTAL FUND EXPENSES	983.34	0.00	100.0	11,800.00	0.00	100.0
SURPLUS (DEFICIT)	206.27	1,971.60	855.8	2,475.00	10,157.61	310.4

CITY OF STURGEON BAY
 SUMMARIZED REVENUE & EXPENSE REPORT

DEPARTMENT DESCRIPTION	FOR FUND: SOLID WASTE ENTERPRISE				FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	VARI-ANCE
	SEPTEMBER BUDGET	SEPTEMBER ACTUAL	VAR-ANCE	%			
REVENUES							
SOLID WASTE ENTERPRISE FUND	41,470.85	42,227.68	1.8	497,650.00	399,660.80	(19.6)	
TOTAL REVENUES	41,470.85	42,227.68	1.8	497,650.00	399,660.80	(19.6)	
EXPENSES							
SOLID WASTE ENTERPRISE FUND	42,796.76	93,411.36	(118.2)	513,560.00	347,346.02	32.3	
TOTAL EXPENSES	42,796.76	93,411.36	(118.2)	513,560.00	347,346.02	32.3	
TOTAL FUND REVENUES	41,470.85	42,227.68	1.8	497,650.00	399,660.80	(19.6)	
TOTAL FUND EXPENSES	42,796.76	93,411.36	(118.2)	513,560.00	347,346.02	32.3	
SURPLUS (DEFICIT)	(1,325.91)	(51,183.68)	3760.2	(15,910.00)	52,314.78	(428.8)	

DATE: 10/24/2016
 TIME: 14:51:49
 ID: GL480000.WOW

CITY OF STURGEON BAY
 SUMMARIZED REVENUE & EXPENSE REPORT

DEPARTMENT DESCRIPTION	MUNICIPAL REPORT TOTALS		FOR 9 PERIODS ENDING SEPTEMBER 30, 2016		FISCAL YEAR		FISCAL YEAR-TO-DATE	
	SEPTEMBER BUDGET	SEPTEMBER ACTUAL	VARI-ANCE	%	BUDGET	ACTUAL	VARI-ANCE	%
TOTAL MUNICIPAL REVENUES	1,536,954.67	7,699,503.16	400.9		18,443,451.00	19,808,613.35	7.4	
TOTAL MUNICIPAL EXPENSES	1,796,732.61	11,230,889.71	(525.0)		21,560,763.00	20,575,749.13	4.5	
SURPLUS (DEFICIT)	(259,777.94)	(3,531,386.55)	1259.3		(3,117,312.00)	(767,135.78)	(75.3)	

BEVERAGE OPERATOR LICENSES

1. Brodbeck, Tina M.
2. Kamps, Heidi L.
3. Phaneuf, Morgen E.

**CITY OF STURGEON BAY
STREET CLOSURE APPLICATION**

Name of Applicant: STURGEON BAY VISITOR CENTER

Name of Event: CHRISTMAS BY THE BAY PARADE

Contact Phone #: PAIGE FUNKHOUSER: 743-6246 OR 559-1560

Date(s) of Event: SATURDAY, NOVEMBER 19, 2016 Time: 10AM-11AM

Estimated # of Attendees: 500-800

Specific Location: SAWYER PARK TO OAK ST. TO MADISON AVE, ACROSS OREGON ST BRIDGE TO 3RD AVE TO JEFFERSON ST., ENDING AT 5TH AVE.

- Attach map of requested street closure area including barricades location, tent/booth location, or any street obstruction. The map must be in final form.
- Attach Certificate of Insurance with the City listed as ADDITIONAL INSURED. Limits as follows: Commercial General Liability - \$1,000,000 each occurrence limit; Fire Damage Limit - \$50,000 any one fire; Medical Expense Limit - \$5,000 any one person; and Workers Compensation – As required by the State of Wisconsin.
- Temporary Beer and/or Wine license has been applied for, approximately four weeks prior to the event date, by a qualified organization and fee paid. (If applicable.)
- Hold Harmless Agreement has been signed of Officer(s) of Event/Organization.
- Agreement for Reimbursement of Expenses has been signed by Officer(s) of Event/Organization.
- If tents larger than 20 x 20 are used, must agree to contact the Fire Department for inspection, prior to event.

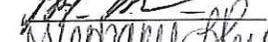
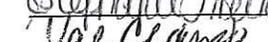
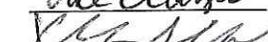
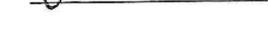
What arrangements are made for clean up? CONTRACT WITH CITY STREETS DEPT.

Other comments or explanation: _____

Signature of Responsible Party: PAIGE FUNKHOUSER

Address: 36 S. THIRD AVE, STURGEON BAY, WI 54235

Date Submitted: *(Street Closure applications may not be submitted/approved more than 90 days in advance of event date.)*

Approval:	Fire Chief:		Date:	<u>10/3/2016</u>
	Police Chief:		Date:	<u>10-3-16</u>
	Comm. Dev:		Date:	-
	Streets/Parks:		Date:	<u>10/5/16</u>
	City Clerk:		Date:	<u>10/10/16</u>
	Finance Dir:		Date:	<u>10/3/16</u>
	City Engineer:		Date:	<u>9-30-16</u>
	City Admin:		Date:	<u>10/16/16</u>

Common Council Approval Date: _____

- Copy of Approved Street Closure Application sent to EMS Director.



**County of Door
HIGHWAY DEPARTMENT**

1001 South Duluth Avenue
Sturgeon Bay, WI 54235-3812

John P Kolodziej PE
Commissioner
(920) 746-2500
kolodziej@co.door.wi.us

October 14, 2016

Tim Dietman, Fire Chief
Sturgeon Bay Fire Department
421 Michigan Street
Sturgeon Bay, WI 54235

Subject: Request for Modification of Ordinance 6.18(4)

Dear Chief Dietman,

The County of Door is requesting a modification to a provision of the Sturgeon Bay City ordinance 6.18(4) to allow storage of flammable liquids in the amount from 500 gallons to 6000 gallons. The proposed site is for the purpose of fueling fleet vehicles from the County of Door, City of Sturgeon Bay, Sturgeon Bay School District and several other governmental entities.

The construction of the tank will consist of one (1) 6000 gallon UL-142 double-wall steel aboveground storage tank (AST) containing unleaded gasoline. The tank leak detection will consist of an interstitial sensor for monitoring the annular space of the AST. The tank will also have visual interstitial leak monitoring. In addition, the new tank will be installed with overfill prevention equipment which notifies the person filling the tank, with both an audible and a visual signal the liquid level has reached 90 percent of the tank's capacity, and which automatically shuts off flow when the quantity of liquid in the tank reaches 95 percent of the tank's capacity.

Enclosed please find a copy of the Wisconsin Department of Trade and Consumer Protection conditional approval for the fueling site.

Please contact my office if you have any questions. Thank you for your assistance on this request.

Sincerely,

A handwritten signature in black ink, appearing to read "John P. Kolodziej".

John P. Kolodziej, PE
Highway Commissioner



BUREAU OF WEIGHTS AND MEASURES
 Storage Tank Regulation
 P. O. Box 7837
 Madison, Wisconsin 53707-7837
 Phone: (608) 224-4949
<http://www.datcp.wi.us>
<http://www.wisconsin.gov>
 Scott Walker, Governor
 Ben Brancel, Secretary

September 26, 2016

CUST ID No. 985087

DOOR COUNTY HWY DEPT
 1001 S DULUTH AVE
 STURGEON BAY WI 54235

RE: CONDITIONAL APPROVAL

PLAN APPROVAL EXPIRES: 09/26/2018

SITE:

Door County Hwy Dept
 916 N 14TH Ave
 City of Sturgeon Bay, 54235
 Door County; Fire Dept ID: 1507
 Facility: - Door County Hwy Dept 916 N 14TH Ave, Sturgeon Bay 54235

CUST ID No. 352695

TOM SCHUSTER
 PETROLEUM EQUIPMENT SERVICE
 1500 RADISSON ST
 PO BOX 8442
 GREEN BAY WI 54303-8442

Identification Numbers
Transaction ID No. 2775128
Site ID No. 674806
Please refer to both identification numbers, above, in all correspondence with the agency.

FOR:

No Objects for this Transaction

The submittal described above has been reviewed for conformance with applicable Wisconsin Administrative Codes and Wisconsin Statutes. The submittal has been **CONDITIONALLY APPROVED**. The owner, as defined in Wisconsin Administrative Code, ATCP 93.050(80), is responsible for compliance with all code requirements.

The **CONDITIONAL APPROVAL** for the above referenced site allows the installation of:

- **One (1) 12,000 gallon dual compartment AST as follows:**
 - **One (1) 6,000 gallon UL-142 double-wall steel aboveground storage tank (AST) containing unleaded gasoline for fleet fueling.**
 - **One (1) 6,000 gallon UL-142 double-wall steel aboveground storage tank (AST) containing on-road diesel for fleet fueling.**
- **Aboveground flexible pressurized product piping with FE Petro submersible turbine pump (STP), mechanical line leak detector, 2-inch gate valve with internal thermal expansion relief (Morrison Fig. 535) plumbed back to the tank, and normally closed solenoid anti-siphon valve (Morrison Fig. 710) with integral thermal expansion pressure relief.**
- **Remote fill with 3-inch tight-fit connection with overfill prevention valve and spill containment – 90% alarm/95% shut-off valve, interstitial sight glass leak detection monitoring, tank level gauge (Morrison 918), and magnetostrictive inventory probe (Franklin Fueling Systems TSP-LL2).**
- **Aboveground steel piping will transition to double-wall underground flexible product piping in a transition sump to the island dispensers. All sumps will have electronic interstitial leak detection sensors.**
- **Tank Leak Detection: A Franklin Fueling System TPS-ULS non-discriminating interstitial sensor will monitor the annular space of the AST and a Magnetostrictive**

Tank Inventory Probe (Franklin Fuel TSP-LL2) will be installed. Tank also has visual interstitial leak monitoring.

- **Pipeline Leak Detection:** A Franklin Fueling Systems TSP-MLD will provide for 3.0 gph catastrophic monitoring and flow-restriction. Franklin Fueling Systems TSP-ULS sump sensors for the transition sump and dispenser sumps are to provide the 0.2 gph monthly line leak detection monitoring.
- This submittal has been reviewed for the installation of an attended card reader control fuel management dispensing system in accordance with ATCP 93 and NFPA 30A.
- ATCP 93.410(9)(a) The following new and existing tanks that have a fill point not located within a diked area shall be provided with overfill prevention equipment which notifies the person filling the tank, with both an audible and a visual signal, that the liquid level has reached 90 percent of the tank's capacity, and which automatically shuts off flow when the quantity of liquid in the tank reaches 95 percent of the tank's capacity:
 1. Tanks using tight-connect delivery.
 2. Tanks located remote from the fill point that use delivery nozzles with latch-open devices.
- (b) Existing tank systems shall comply with this subsection within 2 years after August 1, 2009.
- (10)(a) Operators shall utilize the procedures and equipment as specified in PEI RP600 for preventing overfilling of new and existing shop-built aboveground tanks.
- (b) Fuel-delivery persons shall utilize the procedures in PEI RP600 for preventing overfilling of new and existing shop-built aboveground tanks, and may not interfere with equipment that is intended to prevent overfilling.

The following conditions shall be met during construction or installation and prior to occupancy or use:

- All tank systems and tank system components shall be installed per the current ATCP 93, NFPA, and PEI requirements as adopted.
- All work and construction will be in accordance and meet the conditions and materials as shown in the attached approved Plan(s), Scope of Work, Materials Listed, and other correspondence or documents.
- A copy of the approved plans, specifications and this letter shall be on-site during construction and open to inspection by authorized representatives of the Department, which may include local inspectors. All permits required by the state or the local municipality shall be obtained prior to commencement of construction, installation, or operation.

Inquiries concerning this correspondence may be made to me at the telephone number, or at the address listed below.

Any change in the initial installation, which deviates, from the original conditionally approved plans shall be submitted for review as a revision. *The Inspector shall be notified prior to, and shall review any proposed changes, prior to such changes, to ensure compliance with applicable standards.*

Conditionally approved plans may be subject to revocation if it is determined that the information originally submitted for approval does not accurately reflect the proposed site.

This correspondence serves as your receipt for fees received as of the date of this letter. Please reference the Transaction ID No. when contacting this office or the local program operator (LPO).



**CITY of STURGEON BAY
FIRE DEPARTMENT**

**Tim Dietman
Fire Chief**

421 Michigan St
Sturgeon Bay, WI 54235

920-746-2916 Station 920-746-2405 Office
920-746-6901 FAX
Email: tdietman@sturgeonbaywi.org

October 14, 2016

John Kolodziej, Highway Commissioner
1001 South Duluth Ave.
Sturgeon Bay, WI 54235

Re: Modification of Sturgeon Bay Ordinance 6.18 (4)

Commissioner Kolodziej,

I have received your request to modify Sturgeon Bay Ordinance 6.18 (4). This letter shall serve as the approval to modify. This modification shall allow the County of Door to place the above ground fuel tank at the N. 14th Ave location in the amount to not exceed 6000 gallons of flammable liquids.

If you have any questions please free to contact me. This approval of modification will be on the consent agenda at the next available City Council Mtg.

Tim Dietman, Fire Chief

Tim Dietman

6.17 - Codes relating to fire protection adopted.

- (1) *Applicability.* Every building or structure hereafter erected, altered or moved, within or into the City of Sturgeon Bay, shall conform to the following requirements.
- (2) *Definitions.* Terms used in this section shall have the meanings as defined in the specific code section being enforced.
- (3) *Adopted codes.* The following chapters of the Wisconsin Administrative Code are adopted and incorporated in this chapter by reference, including all amendments thereto:

Ch. COMM 10	State Flammable Liquids Code
Ch. COMM <u>14</u>	Fire Prevention Code
Ch. COMM 40	Gas Systems
Chs. COMM 61— 65, 66, 69, 70	Commercial Building Codes
Ch. COMM 28	Smoke Detectors
Chs. COMM 75— 79	Existing Buildings

(Code 1992, § 6.17; Ord. No. 970-596, § 3, 5-7-96; Ord. No. 1080-0902, § 1, 9-17-02)

6.18 - Enforcement.

- (1) *Primary enforcement responsibility.* The overall enforcement for this code is the responsibility of the fire chief/fire inspector. Normally, the building inspector has primary responsibility during construction of the building, while the fire inspector has primary responsibility after the building is completed. The enforcement of many of the provisions of the code is the primary responsibility of the fire inspector, and compliance with these provisions should be of primary concern while conducting the fire prevention inspections mandated by § 101.14, Wis. Stats., and Wis. Adm. Code ILHR 50.02, for which the fire inspector has the primary enforcement responsibility. Note: Other state or municipal agencies may have adopted building or construction requirements that are either more restrictive or address other issues than those specified in this code.
- (2) *Modifications.* The fire chief may modify any of the provisions of section 6.17 upon application in writing by the owner or lessee or his/her authorized agent when there are practical difficulties in carrying out all requirements of this chapter, provided that the spirit of this chapter shall be observed, public safety secured and substantial justice done. The particulars of such modification when granted or allowed and the decision of the fire chief thereon shall be entered upon the records of the department and a signed copy shall be furnished to the applicant. A copy of each order of modification by the fire chief shall be filed with the chief of the inspection department and the city clerk-treasurer. The city clerk-treasurer shall present the same to the city council at its next regular meeting.
- (3) *Appeals.* Whenever the fire chief shall disapprove an application or refuse to grant a permit applied for or when it is claimed that the provisions of this chapter do not apply or that the true intent and meaning of this chapter has been misconstrued or wrongly interpreted, the applicant may appeal from the decision of the fire chief to the zoning board of appeals within 30 days from the date of the decision of the fire chief.
- (4) *Bulk oil tanks prohibited.* The storage of over 500 gallons of flammable liquids aboveground on any premises within the city is prohibited.
- (5) *Inspection fees for removal or installation of tanks.*
 - (1) A fee of \$50.00 shall be charged by the city as follows:
 - (a) For all tanks located in a commercial or industrial zoning district.
 - (b) For all tanks, whether above ground or below ground, with a capacity of 1,000 gallons or more located in any zoning district within the city.

(Code 1992, § 6.18; Ord. No. 970-596, § 4, 5-7-96)



October 18, 2016

Tim Dietman, Fire Chief
Sturgeon Bay Fire Department
421 Michigan Street
Sturgeon Bay, WI 54235

Subject: Request for Modification of Ordinance 6.18(4)

Dear Chief Dietman,

Haven Funds, LLC is requesting a modification to a provision of the Sturgeon Bay City ordinance 6.18(4) that allows storage of flammable liquids to a maximum of 500 gallons to be amended for us to 4000 gallons. The proposed site is for the purpose of fueling boats/vessels at 77 S. 1st Avenue, Sturgeon Bay, WI 54235.

The tank will consist of one (1) double wall steel above ground storage tank (AST) containing 12000 gallons fuel (8000 gallons diesel and 4000 gallons gasoline).

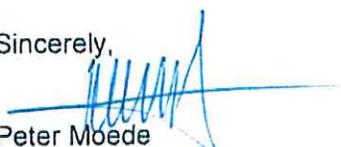
The above tanks have overfill prevention equipment which notifies the person filling the tank, (with both an audible and a visual signal) that the liquid level has reached 90 percent of the tank's capacity, which automatically shuts off flow when the quantity of liquid in the tank reaches 95 percent of the tank's capacity.

All tank systems and tank system components will be installed per the current ATCP 93, NFPA, and PEI requirements as adopted.

Enclosed please find a copy of the Wisconsin Department of Trade and Consumer Protection Conditional Approval for the fueling site.

Please contact my office if you have any questions. Thank you for your assistance on this request.

Sincerely,



Peter Moede
Haven Funds, LLC



Phone: (888) 9-YACHT • Fax: (414) 273-5446

77 South 1st Avenue, Sturgeon Bay WI 54235 • 700 South Water Street, Milwaukee WI 53204
21-56th Street, Kenosha WI 53140 • 400 Sussex Street, Pewaukee WI 53072
2150 South Shore Drive Suite NW, Macatawa MI 49434



State of Wisconsin
Governor Scott Walker

Department of Agriculture, Trade and Consumer Protection
Ben Brancel, Secretary

September 30, 2015

CUST ID No. 1329604

CENTER POINTE YACHT SERVICE
77 S 1ST ST
STURGEON BAY WI 54235

CUST ID No. 262377

BRIAN VANHOOF
NORTHWEST PETROLEUM SERVICE
INC
4080 N 20TH AVE
WAUSAU WI 54401

RE: CONDITIONAL APPROVAL

PLAN APPROVAL EXPIRES: 09/30/2017

SITE:

Center Point Yacht Service
77 1ST St
City of Sturgeon Bay, 54235
Door County; Fire Dept ID: 1507.
Facility: - Center Point Yacht Service 77 1ST St, Sturgeon Bay 54235

Identification Numbers
Transaction ID No. 2608992
Site ID No. 817314
Please refer to both identification numbers, above, in all correspondence with the agency.

FOR:

No Objects for this Transaction

The submittal described above has been reviewed for conformance with applicable Wisconsin Administrative Codes and Wisconsin Statutes. The submittal has been **CONDITIONALLY APPROVED**. The owner, as defined in Wisconsin Administrative Code, ATCP 93.050(80), is responsible for compliance with all code requirements.

The CONDITIONAL APPROVAL for the above referenced site allows the installation of:

- **One (1) 12,000 gallon dual compartment double-wall steel aboveground storage tank (UFuel) as follows:**
 - **One (1) 4,000 gallon SWRI 97 double-wall steel aboveground storage tank for fleet fueling of unleaded gasoline.**
 - **One (1) 8,000 gallon SWRI 97 double-wall steel aboveground storage tank for fleet fueling of diesel fuel.**
- **Each tank system will have associated aboveground steel suction product piping, normally open fire valve, normally closed solenoid anti-siphon valve, overfill and spill prevention, interstitial gauge monitoring, tank level clock gauge, and single hose suction pump dispenser with emergency/shear valve for fleet fueling.**

- The AST and dispenser pan will have electronic interstitial non-discriminating leak detection sensors with an audible alarm system as shown on the plan.

The following conditions shall be met during construction or installation and prior to occupancy or use:

- ATCP 93.410(9)(a) The following new and existing tanks that have a fill point not located within a diked area shall be provided with overflow prevention equipment which notifies the person filling the tank, with both an audible and a visual signal, that the liquid level has reached 90 percent of the tank's capacity, and which automatically shuts off flow when the quantity of liquid in the tank reaches 95 percent of the tank's capacity:
 1. Tanks using tight-connect delivery.
 2. Tanks located remote from the fill point that use delivery nozzles with latch-open devices.
- (b) Existing tank systems shall comply with this subsection within 2 years after August 1, 2009.
- (10)(a) Operators shall utilize the procedures and equipment as specified in PEI RP600 for preventing overfilling of new and existing shop-built aboveground tanks.
- (b) Fuel-delivery persons shall utilize the procedures in PEI RP600 for preventing overfilling of new and existing shop-built aboveground tanks, and may not interfere with equipment that is intended to prevent overfilling.
- All tank systems and tank system components shall be installed per the current ATCP 93, NFPA, and PEI requirements as adopted.
- All work and construction will be in accordance and meet the conditions and materials as shown in the attached approved Plan(s), Scope of Work, Materials Listed, and other correspondence or documents.
- A copy of the approved plans, specifications and this letter shall be on-site during construction and open to inspection by authorized representatives of the Department, which may include local inspectors. All permits required by the state or the local municipality shall be obtained prior to commencement of construction, installation, or operation.

Inquiries concerning this correspondence may be made to me at the telephone number, or at the address listed below.

Any change in the initial installation, which deviates, from the original conditionally approved plans shall be submitted for review as a revision. *The Inspector shall be notified prior to, and shall review any proposed changes, prior to such changes, to ensure compliance with applicable standards.*

Conditionally approved plans may be subject to revocation if it is determined that the information originally submitted for approval does not accurately reflect the proposed site.

This correspondence serves as your receipt for fees received as of the date of this letter. Please reference the Transaction ID No. when contacting this office or the local program operator (LPO).

Sincerely,

Edward J. Sindelar, RS, REM, CESCO
Environmental Engineering Specialist, Plan Review
Wisconsin Department of Agriculture, Trade and Consumer
Protection
Division of Trade and Consumer Protection
Bureau of Weights & Measures
Permit and Licensing Section
2811 Agriculture Drive, P.O. Box 7837
Madison, WI 53707-7837
ed.sindelar@wisconsin.gov
(608)224-5158 Phone
(608)224-4939 Fax

Fee Required \$	475.00
Fee Received \$	475.00
Balance Due \$	0.00

cc: Tarlton Inspections Inc, (920) 855-2757
Bureau of Weights and Measures-Storage Tank Regulations, (608) 224-4942



CITY of STURGEON BAY FIRE DEPARTMENT

**Tim Dietman
Fire Chief**

421 Michigan St
Sturgeon Bay, WI 54235

920-746-2916 Station 920-746-2405 Office
920-746-6901 FAX
Email: tdietman@sturgeonbaywi.org

October 18, 2016

Center Pointe Yacht Service
Haven Funds LLC
77 S. 1st Ave.
Sturgeon Bay, WI 54235

Re: Modification of Sturgeon Bay Ordinance 6.18 (4)

Mr. Moede,

I have received your request to modify Sturgeon Bay Ordinance 6.18 (4). This letter shall serve as the approval to modify. This modification shall allow Center Pointe Yacht Services/Haven Funds LLC to place the above ground fuel tank at 77 S. 1st Ave in the amount not to exceed 4000 gallons of flammable liquids. This modification is valid through October 19, 2018

If you have any questions please free to contact me. This approval of modification will be on the consent agenda at the next available City Council Mtg.

Tim Dietman, Fire Chief

Tim Dietman

6.17 - Codes relating to fire protection adopted.

- (1) *Applicability.* Every building or structure hereafter erected, altered or moved, within or into the City of Sturgeon Bay, shall conform to the following requirements.
- (2) *Definitions.* Terms used in this section shall have the meanings as defined in the specific code section being enforced.
- (3) *Adopted codes.* The following chapters of the Wisconsin Administrative Code are adopted and incorporated in this chapter by reference, including all amendments thereto:

Ch. COMM 10	State Flammable Liquids Code
Ch. COMM <u>14</u>	Fire Prevention Code
Ch. COMM 40	Gas Systems
Chs. COMM 61— 65, 66, 69, 70	Commercial Building Codes
Ch. COMM 28	Smoke Detectors
Chs. COMM 75— 79	Existing Buildings

(Code 1992, § 6.17; Ord. No. 970-596, § 3, 5-7-96; Ord. No. 1080-0902, § 1, 9-17-02)

6.18 - Enforcement.

- (1) *Primary enforcement responsibility.* The overall enforcement for this code is the responsibility of the fire chief/fire inspector. Normally, the building inspector has primary responsibility during construction of the building, while the fire inspector has primary responsibility after the building is completed. The enforcement of many of the provisions of the code is the primary responsibility of the fire inspector, and compliance with these provisions should be of primary concern while conducting the fire prevention inspections mandated by § 101.14, Wis. Stats., and Wis. Adm. Code ILHR 50.02, for which the fire inspector has the primary enforcement responsibility. Note: Other state or municipal agencies may have adopted building or construction requirements that are either more restrictive or address other issues than those specified in this code.
- (2) *Modifications.* The fire chief may modify any of the provisions of section 6.17 upon application in writing by the owner or lessee or his/her authorized agent when there are practical difficulties in carrying out all requirements of this chapter, provided that the spirit of this chapter shall be observed, public safety secured and substantial justice done. The particulars of such modification when granted or allowed and the decision of the fire chief thereon shall be entered upon the records of the department and a signed copy shall be furnished to the applicant. A copy of each order of modification by the fire chief shall be filed with the chief of the inspection department and the city clerk-treasurer. The city clerk-treasurer shall present the same to the city council at its next regular meeting.
- (3) *Appeals.* Whenever the fire chief shall disapprove an application or refuse to grant a permit applied for or when it is claimed that the provisions of this chapter do not apply or that the true intent and meaning of this chapter has been misconstrued or wrongly interpreted, the applicant may appeal from the decision of the fire chief to the zoning board of appeals within 30 days from the date of the decision of the fire chief.
- (4) *Bulk oil tanks prohibited.* The storage of over 500 gallons of flammable liquids aboveground on any premises within the city is prohibited.
- (5) *Inspection fees* for removal or installation of tanks.
 - (1) A fee of \$50.00 shall be charged by the city as follows:
 - (a) For all tanks located in a commercial or industrial zoning district.
 - (b) For all tanks, whether above ground or below ground, with a capacity of 1,000 gallons or more located in any zoning district within the city.

(Code 1992, § 6.18; Ord. No. 970-596, § 4, 5-7-96)

R E C O M M E N D A T I O N

TO THE HONORABLE MAYOR AND COMMON COUNCIL:

We, the Community Protection and Services Committee, hereby recommend eliminating snow blowing downtown sidewalks.

Respectfully submitted,

COMMUNITY PROTECTION AND SERVICES COMMITTEE
By: Rick Wiesner, Chairperson

RESOLVED, that the foregoing recommendation be adopted.

Dated: October 13, 2016

* * * * *

Moved by Alderperson _____, seconded by Alderperson

_____ that the said recommendation be adopted.

Passed by the Council on the _____ day of _____, 2016.

Executive Summary

Title: Snow Blowing Business Sidewalks

Background: Currently the City of Sturgeon Bay Municipal Services Department blows the snow from sidewalks in our downtown area, defined as the area around 3rd avenue and Madison Avenue after each 3" snowfall. Since Egg Harbor Road has been completed with the installation of sidewalks some businesses have requested to have their sidewalks included as part of the downtown sidewalk snow blowing program.

Currently it takes DPW 12 man hours at a cost of \$1,235.00 per snow event to blow sidewalks that border city owned property and sidewalks around our downtown businesses. This cost includes wages, benefits and equipment costs. The breakdown is as follows;

Sidewalks around city owned property 28,300 lineal feet or 5.36 miles	\$707.50
Non city owned property 21,100 lineal feet or 4 miles	\$527.50
Addition of Egg Harbor Road 9300 lineal feet or 1.76 miles	\$232.50
Addition of Jefferson Street 3200 lineal feet or .6 miles	\$ 80.00

Total Costs currently completed	\$1,235.00 per snow event
Addition of Egg Harbor Road	\$1,467.50 per snow event
Addition of Jefferson Street	\$1,547.50 per snow event

After researching our city record we have not been able to determine when or why this practice started. The City of Sturgeon Bay Clerk questioned other municipalities over the Clerks network to see if they clear sidewalks for businesses. There were 10 responses to the question all stating they do not clear snow for businesses. All stated that businesses are treated the same as residents, if sidewalks are not cleared within a certain amount of time the city will hire or clear the sidewalk and bill the property owner for this service. One municipality stated that this practice may be illegal, since municipalities cannot use tax dollars to complete private work.

Fiscal Impacts: There will be no labor savings by eliminating snow blowing of downtown sidewalks since the employees will continue to remove snow from sidewalks around City owned properties and assist with the clearing of streets and alleys. There will be a saving in equipment maintenance, fuel and future capital purchases of Trackless machines.

Recommendation: Staff recommends eliminating snow blowing downtown sidewalks.

Prepared By: Bob Bordeau
Bob Bordeau
Municipal Services Director

Date: 10/6/16

Reviewed By: Valerie Clarizio
Valerie Clarizio
Finance Director

Date: 10/6/16

Reviewed By: Josh VanLieshout
Josh VanLieshout
City Administrator

Date: 10/6/16

R E C O M M E N D A T I O N

TO THE HONORABLE MAYOR AND COMMON COUNCIL:

We, the Community Protection and Services Committee, hereby recommend approving and giving permission to the Sturgeon Bay Fire Department to move forward on the Public Safety Training Facility.

Respectfully submitted,

COMMUNITY PROTECTION AND SERVICES COMMITTEE

By: Rick Wiesner, Chairperson

RESOLVED, that the foregoing recommendation be adopted.

Dated: October 13, 2016

* * * * *

Moved by Alderperson _____, seconded by Alderperson

_____ that the said recommendation be adopted.

Passed by the Council on the _____ day of _____, 2016.

R E C O M M E N D A T I O N

TO THE HONORABLE MAYOR AND COMMON COUNCIL:

We, the Community Protection and Services Committee, hereby recommends to approve the Personal Service Contract with Mann Communication, LLC for cable TV services for an additional term of two years commencing January 1, 2017, with a base salary increase of \$2,500 each year.

Respectfully submitted,
COMMUNITY PROTECTION AND SERVICES COMMITTEE
By: Rick Wiesner, Chairperson

RESOLVED, that the foregoing recommendation be adopted.

Dated: October 13, 2016

* * * * *

Moved by Alderperson _____, seconded by Alderperson
_____ that the said recommendation be adopted.

Passed by the Council on the _____ day of _____, 2016.

R E C O M M E N D A T I O N

TO THE HONORABLE MAYOR AND COMMON COUNCIL:

We, the Parking & Traffic Committee, hereby recommend installing a handicap parking sign @ the corner of 3rd Ave. & Michigan St., on the NE corner of Michigan Street if deemed necessary by staff.

Respectfully submitted,

PERSONNEL COMMITTEE
By: Jerry Stults, Chr.

RESOLVED, that the foregoing recommendation be adopted.

Dated: October 17, 2016

* * * * *

Moved by Alderperson _____, seconded by Alderperson
_____ that the said recommendation be adopted.

Passed by the Council on the _____ day of _____, 2016.

RECOMMENDATION

TO THE HONORABLE MAYOR AND COMMON COUNCIL:

We, the City Plan Commission, hereby recommend to rezone a vacant parcel owned by Elliot Goettelman, located on Iowa Street, parcel #281-10-85400101, from Two-Family Residential (R-3) to Mixed Commercial-Residential (C-5), with the condition that there is a restrictive covenant tying the ownership to Maser DC 1, LLC at 312 N. 5th Avenue, within the deed prior to building permits being issued and that the Aesthetic Design & Site Plan Review Board reviews the project before approval.

Respectfully submitted,
CITY PLAN COMMISSION
By: Dennis Statz, Vice-Chairperson

RESOLVED, that the foregoing recommendation be adopted.

Date: October 19, 2016

Introduced by _____.

Moved by Alderperson _____, seconded by Alderperson _____ that said recommendation be adopted.

Passed by the Council on the _____ day of _____, 2016.

EXECUTIVE SUMMARY

Zoning Map Amendment for Maser DC 1, LLC R-3 (Two-Family Residential) to C-5 (Mixed Residential-Commercial)

Background: Maser DC 1, LLC (Pete Hurth, Agent) is petitioning to rezone a property currently owned by Elliot Goettelman from R-3 (Two-Family Residential) to C-5 (Mixed Residential-Commercial). The parcel is located off of Iowa Street, between N 5th Avenue and N 6th Avenue. It currently sits vacant and is .17 of an acre in size.

Maser DC 1, LLC intends to purchase the property from Mr. Goettelman and to construct a storage building and small parking lot. Baudhuin Inc has recently moved from their 3rd Avenue location to the former Wellness Center at 312 N 5th Avenue.

There was a house on the parcel until late 2012 when it was demolished by the owner.

Current Zoning Restrictions: The R-3 zoning district is “intended to provide a pleasant, suitable location primarily for two-family residences, or for a mixture of single-family, two-family, and three-unit or four-unit multiple-family residences.” The R-3 zoning classification does allow for accessory structures, but only if there is a principal building on the lot. Because there is no principal building on the parcel, a stand-alone accessory structure would be prohibited.

Proposed Zoning: The C-5 zoning district is “intended for areas of the city where residential properties are converting to commercial uses or vice versa, especially areas where it is desired to maintain the existing buildings or architectural character of the neighborhood. It is also intended for areas of the city where a continued mixture of residential and commercial uses are desirable. The uses permitted are those uses which are generally compatible in areas with a combination of both residential and commercial properties.” A storage building for Baudhuin Inc would be considered an accessory use on the subject parcel to the principal structure located at 312 N 5th Ave.

Surrounding Zoning and Uses:

North: R-2, Single-Family Homes & Stand-Alone Garage
South: C-2 / C-5, Baudhuin Inc Offices, Residential
East: R-3 / C-2, Single-Family Homes, Commercial
West: R-3 / C-2 / C-5, Single-Family Homes

Comprehensive Plan: The Future Land Use Map within the Sturgeon Bay Comprehensive Plan identifies the subject parcel as a single-family residential - higher density and transitional commercial. Single-family residential – higher density is defined in our Comprehensive Plan “a residential area predominantly comprised of single-family homes at a density of up to 8 units per acre. Some two-family homes and small multiple-family dwellings may be interspersed within this area.” Transitional commercial is defined within our Comprehensive Plan as “[an] area intended to provide lower density and ‘neighborhood’ commercial uses proximate to residential areas. It also can provide transitions between commercial and residential uses or provide areas where a mixing of commercial and residential uses is deemed appropriate.”

City staff feels as though this rezoning petition is not in conflict with the Comprehensive Plan.

Public Hearing: During the October Plan Commission meeting a public hearing was held for the rezoning request. Members of the public were in attendance and provided testimony. Those who spoke against the rezoning showed concerns for aesthetics, protecting the character of the neighborhood, and stormwater management.

Other Considerations: Staff feels it's important to tie the subject parcel to the principal building located at 312 N 5th Ave (Baudhuin Inc's office). There needs to be a restrictive covenant as a condition of this rezoning stating that, in the event one parcel is sold, that the other parcel is a part of that sale, unless the Iowa Street parcel is redeveloped with a principal use.

Any commercial building and parking lot placed on this lot would have to be reviewed and approved by the Aesthetic Design and Site Plan Review Board prior to building permits being issued.

City Plan Commission Recommendation: The City Plan Commission voted during the October meeting to recommend the rezoning from R-3 (two-family residential) to C-5 (mixed residential-commercial) with the condition that a restrictive covenant is tied to the ownership to Maser DC 1, LLC at 312 N 5th Avenue, within the deed prior to the building permits being issued, and that the Aesthetic Design & Site Plan Review Board reviews the project before approval.

Staff Recommendation: Staff is supportive of the proposed rezoning because the spirit of the C-5 zoning is to mix commercial and residential uses. Due to the odd shape and small lot size, it is unlikely a single-family or two-family home will be built on the parcel. Staff believes that a small parking lot and accessory use to Baudhuin Inc will not adversely impact the surrounding neighborhood.

Staff recommends approval of the R-3 to C-5 zoning change to the Council with the condition that a restrictive covenant is within the deed prior to building permits being issued, as recommended by Plan Commission.

Prepared by:  _____
Ryan Kernosky
Planner/Zoning Admin

10/25/16

Date

Reviewed by:  _____
Marty Olejniczak
Community Development Director

10/26/16

Date

CITY OF STURGEON BAY ZONING/REZONING APPLICATION

Date Received: 9-13-16
 Fee Paid \$ _____
 Received By: _____

	APPLICANT/AGENT	LEGAL PROPERTY OWNER
Name	PETE HURTH	ELLIOT GAETTELMAN
Company	MASER DC 1 LLC	
Street Address	312 N. 5TH AVE	728 GEORGIA ST
City/State/Zip	STURGEON BAY WI 54235	STURGEON BAY WI 54235
Daytime Telephone No.	920-495-9101	920-333-0323
Fax No.	phurthebandhuin.com	elliott@greendeadrafting.com

STREET ADDRESS OF SUBJECT PROPERTY:
 Location if not assigned a common address: VACANT LOT ON S. SIDE OF IOWA STREET
BETWEEN 317 N. 6TH AVE & 332 N. 5TH AVE

TAX PARCEL NUMBER: 281-10-85400101 R

CURRENT ZONING CLASSIFICATION: R3

CURRENT USE AND IMPROVEMENTS:
VACANT LOT PREVIOUSLY A HOME THAT WAS TORN DOWN
SEVERAL YEARS AGO

ZONING DISTRICT REQUESTED: C-5 MIXED COMMERCIAL-RESIDENTIAL

COMPREHENSIVE PLAN DESIGNATION OF SUBJECT PROPERTY: TRANSITIONAL COMMERCIAL
AND SINGLE FAMILY RESIDENTIAL-HIGHER DENSITY

PROPOSED USE OF SURROUNDING PROPERTY UNDER COMPREHENSIVE PLAN:
 North: STAND ALONE 2 1/2 CAR GARAGE - SINGLE FAMILY RESIDENTIAL (HIGHER DENSITY)
 South: TRANSITIONAL COMMERCIAL
 East: SINGLE FAMILY RESIDENTIAL (HIGHER DENSITY)
 West: TRANSITIONAL COMMERCIAL AND SINGLE FAMILY RESIDENTIAL (HIGHER DENSITY)

ZONING AND USES OF ADJACENT SURROUNDING PROPERTIES:
 North: R-2 - LOT WITH 2 1/2 CAR GARAGE (NO PRINCIPAL STRUCTURE)
 South: C-2 - RESIDENTIAL PLUS OFFICE/RETAIL
 East: R-3 - RESIDENTIAL
 West: R-3, C-2, C-5 - RESID + OFFICE / CLINIC / PARKING LOT

HAVE THERE BEEN ANY VARIANCES, CONDITIONAL USE PERMITS, ETC. GRANTED PREVIOUSLY FOR THIS PROPERTY? YES IF YES, EXPLAIN: LSDETTELMAN MULT-FAMILY

Attach a full legal description (preferably on disk), 8-1/2" X 11" location map, and Agreement for Reimbursement of expenses. SEE BELOW

ELLIOT LSDETTELMAN
Property Owner (Print Name)

Elliott Goodman
Signature

9.13.2016
Date

PETE HURTH
Applicant/Agent (Print Name)

[Signature]
Signature

9/13/16
Date

I, _____, have attended a review meeting with at least one member of staff and understand that I am responsible for sign placement and following all stages listed on the check list in regard to the applicant.

_____ Date of review meeting _____ Applicant Signature _____ Staff Signature

- Attachments:
 Procedure & Check List
 Agreement For Reimbursement of Expenses

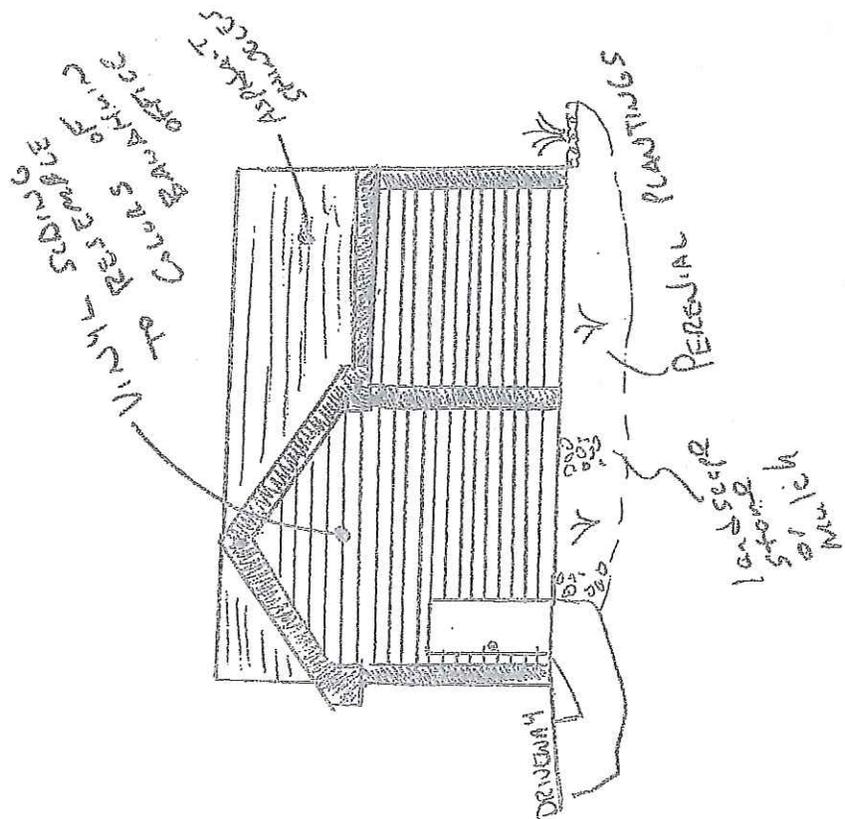
STAFF USE ONLY

Applications conditions of approval or denial:

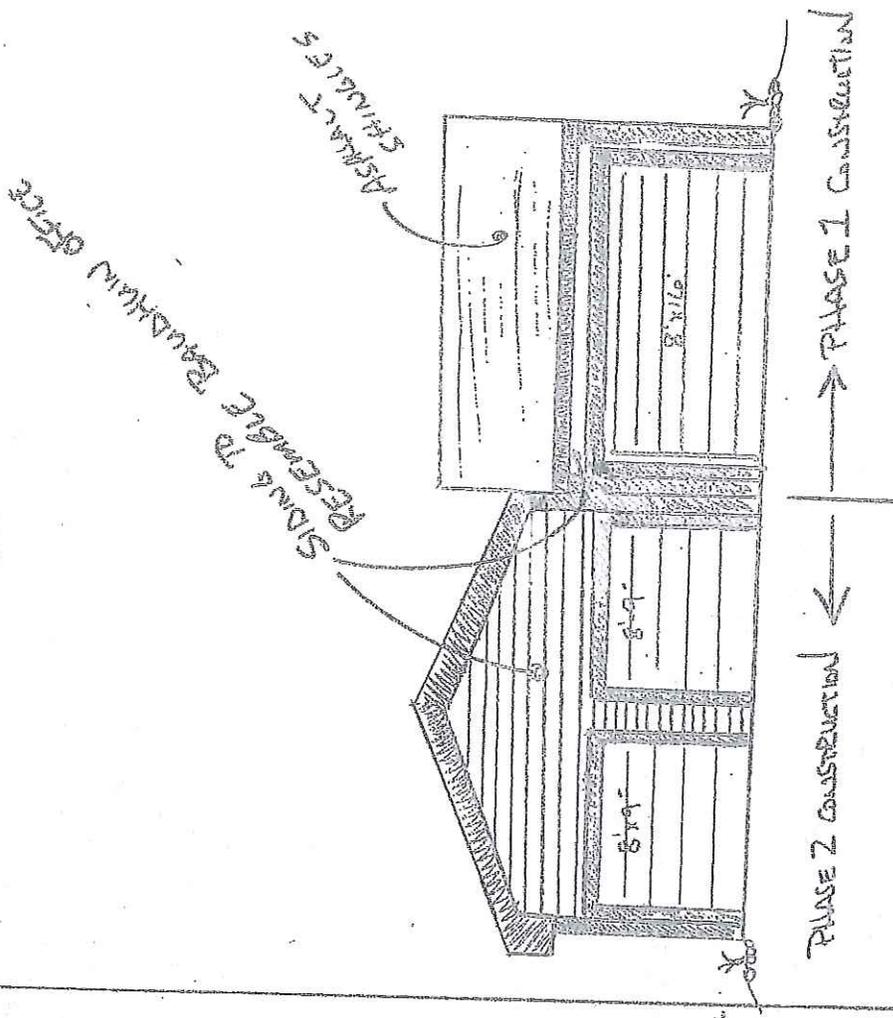
_____ Date _____ Community Development Director

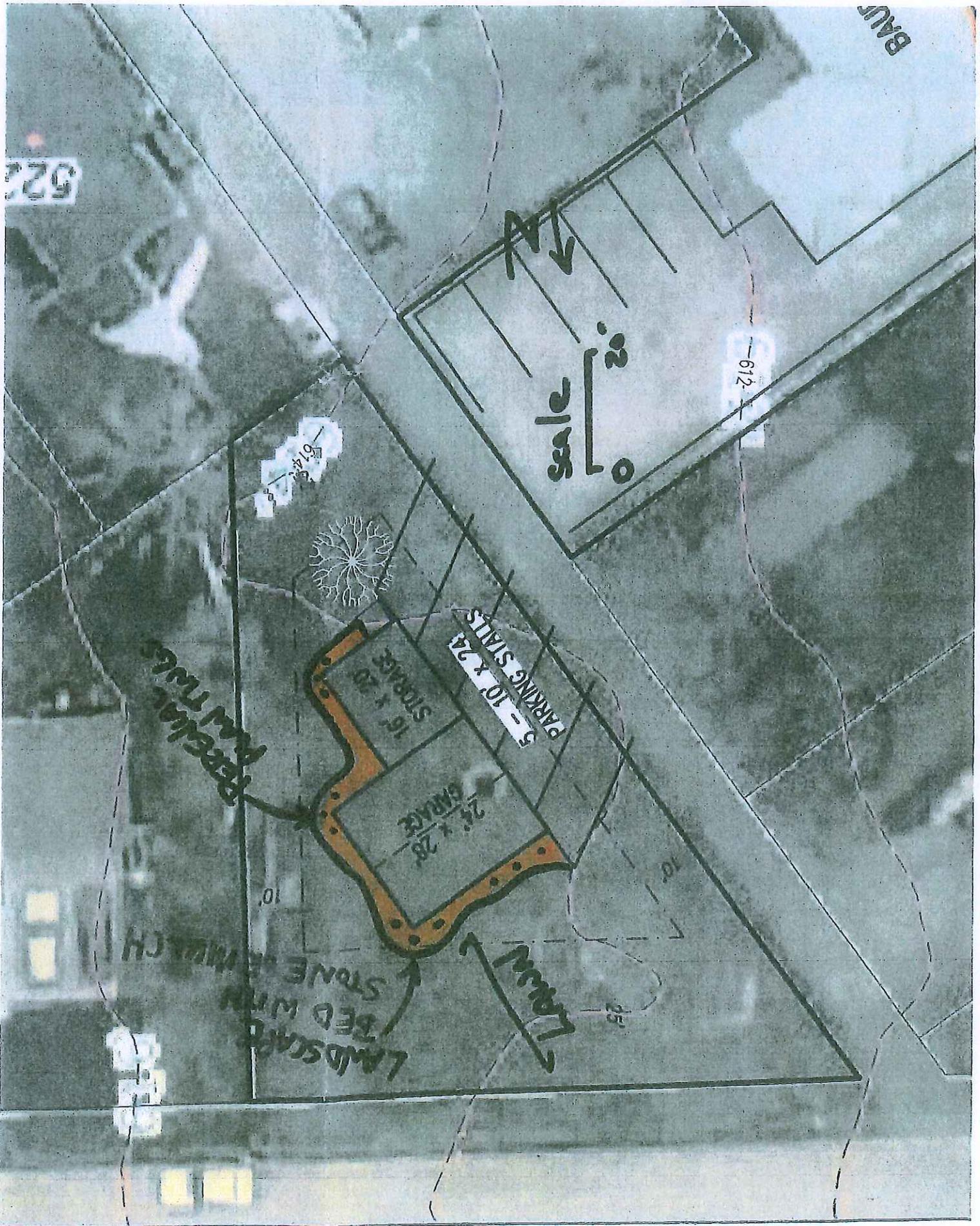
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SOUTH ELEVATION



WEST ELEVATION





BAUR

622

612

scale 20'



Specialty Palm Trees

Landscape BED WITH STONE & MULCH

5' - 10' x 24' PARKING STRIP

16' x 20' Storage

24' x 28' GARAGE

Lawn

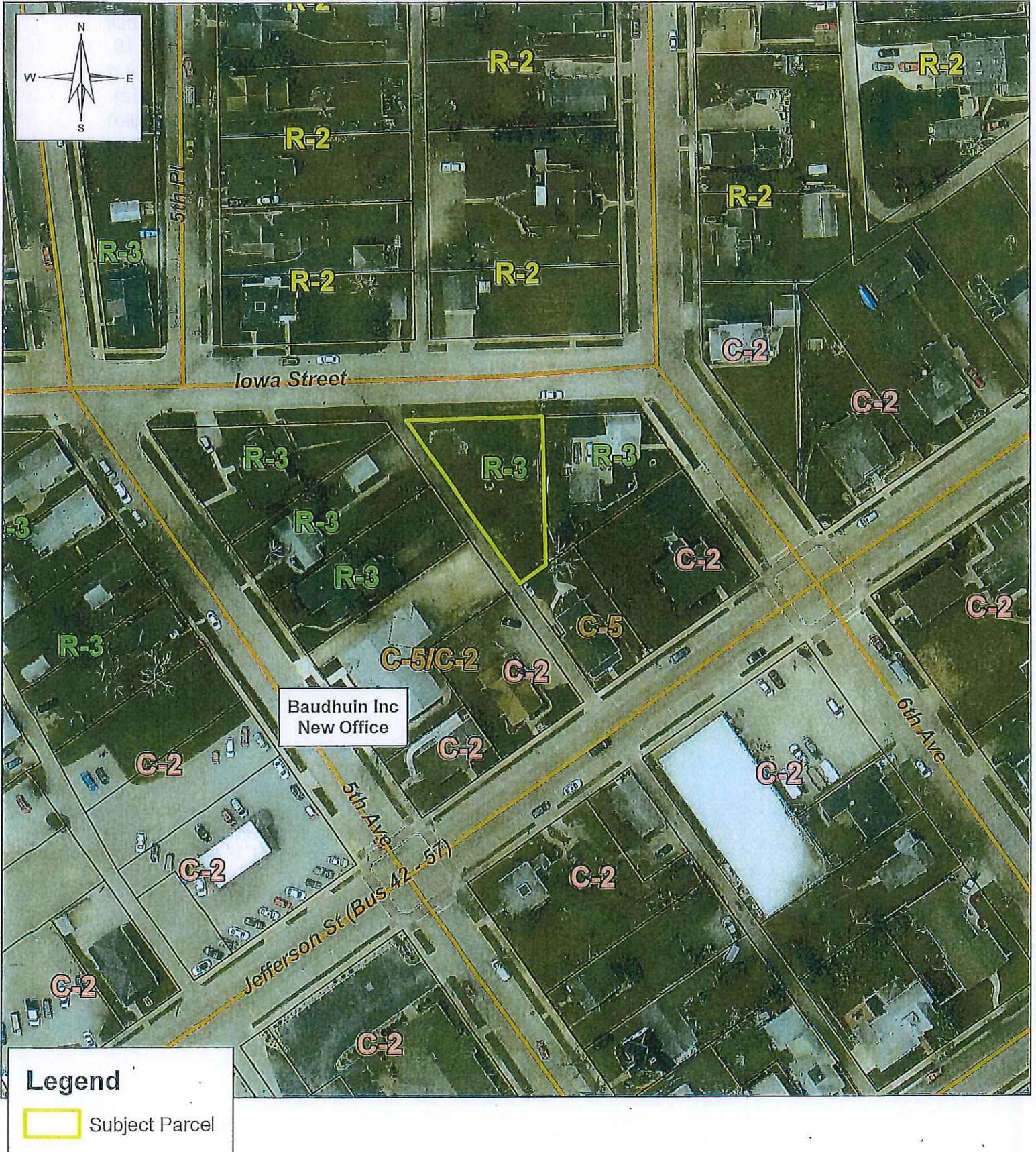


10'

10'

AP

Rezoning Request
Maser DC 1, LLC
R-3 (Two-Family Res.) to C-5 (Mixed Res & Com.)



Subject Parcel



CITY OF STURGEON BAY
Resolution Authorizing Release of Letter of Credit
Resolution No. _____

WHEREAS, the Development Agreement between the City of Sturgeon Bay and Wal Mart Real Estate Business Trust ("Walmart") required Walmart to file a Letter of Credit or other security to secure the public work described in the Development Agreement between the City of Sturgeon Bay and Walmart;

AND WHEREAS Walmart submitted a Letter of Credit from JPMorgan Chase Bank dated February 23, 2011 in the amount of \$1,448,100, identified as Letter of Credit No. L5LS-483722;

AND WHEREAS it appears that all public work called for in the Development Agreement between the City of Sturgeon Bay and Walmart has now been completed;

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Sturgeon Bay that the Letter of Credit issued by JPMorgan Chase Bank as Letter of Credit No. L5LS-483722 on behalf of Wal Mart Real Estate Business Trust is hereby released and terminated.

This resolution is effective upon the date of its adoption.

Adopted at a meeting of the Common Council this _____ day of _____,
2016.

Attest:

Stephanie L. Reinhardt, Clerk

ORDINANCE NO. _____

THE COMMON COUNCIL OF THE CITY OF STURGEON BAY, WISCONSIN DO
ORDAIN AS FOLLOWS:

SECTION 1: Section 20.07(7)(c) of the Municipal Code (Zoning Code) of the City of
Sturgeon Bay, Wisconsin is hereby amended as follows:

(c) Have a roof with a minimum pitch of four feet in height for each 12 feet
in width, unless a lesser pitch is approved by the Aesthetic Design and
Site Plan Review Board.

SECTION 2: This ordinance shall take effect on the day after its publication.

Approved:

Thad Birmingham
Mayor

Attest:

Stephanie L. Reinhardt
City Clerk

EXECUTIVE SUMMARY Roof Pitch Minimums

Background: Under section 20.07(7)(c) of the Zoning Code, all dwellings in the residential districts are required to have a 4:12 roof pitch (four feet in height for each 12 feet in width). While several new dwellings that are submitted to the Community Development Department greatly exceed the 4:12 pitch requirement, many newer contemporary-style homes have a lower pitch for aesthetic reasons.

The City has received a few requests over the last several years to change this requirement within our zoning code. The Plan Commission reviewed the issue and determined that the general roof pitch requirement was OK, but that there needed to be some flexibility for architectural styles. Therefore, the Commission recommended to Council to amend the zoning code to allow the Aesthetic Design and Site Plan Review Board to approve a lower pitched roof, upon petition by a home builder.

The Common Council initially accepted the recommendation on July 5th and held a public hearing on August 2nd, 2016. Members of the public spoke in favor of Plan Commission amendment, and also in favor of completely removing the minimum roof pitch requirement from the code. The Council deliberated and the recommended zoning code change was amended to strike s. 20.07(7)(c), minimum roof pitch, from the zoning code completely. This amendment passed the Common Council 3-3 with Mayor Birmingham casting the deciding vote in favor of the amendment to eliminate the roof pitch requirement all together. Because the intention of the proposed amendment was changed by the Common Council, the new amendment is required to go through the statutory process for zoning code changes, including review and recommendation by the Plan Commission and another public hearing, prior to final adoption by the Common Council.

Plan Commission Recommendation: Members of the Plan Commission reviewed the Council's proposed amendment during the September Plan Commission meeting. Commissioners felt the original recommendation to have proposed homes with lower pitched roofs go through the Aesthetic Design and Site Plan Review Board (ADSPRB) for review and approval was still the most appropriate course of action. Commissioners felt it was a way for different housing types to develop and evolve while still protecting established neighborhoods by having the ADSPRB review any proposals for the less than 4:12 roof pitch. Therefore, the Plan Commission has sent back the same recommendation as originally proposed.

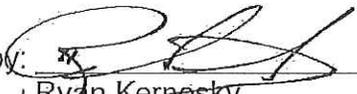
Common Council Options: The Common Council has the following options:

- 1) Approve the recommendation of the Plan Commission to have exemptions to the minimum roof pitch be reviewed and approved by the Aesthetic Design and Site Plan Review Board. If the Common Council approves the recommendation, it could move on to formal adoption of the ordinance to amend the zoning code

(presumably at the next Council meeting) since a public hearing was already held on that proposed amendment.

- 2) Reject the Plan Commission's recommendation and proceed with the Council's previous decision to eliminate the minimum roof pitch requirement altogether. A new public hearing would be noticed and held per statute (presumably at the October 25th meeting). Following that the Council could formally adopt the ordinance to repeal the requirement.

Staff Recommendations: City staff recognizes the need to update our zoning code to provide flexibility and reflect more contemporary building styles and trends. Both the Plan Commission's preferred amendment and the Council's preferred amendment move in that direction. Therefore, staff is supportive of either option.

Prepared by:  _____
Ryan Kernosky
Planner/Zoning Admin

9/28/16

Date

Prepared by:  _____
Marty Olejniczak
Community Development Director

9/28/16

Date

Reviewed by:  _____
Josh Van Lieshout
City Administrator

9/28/16

Date

ORDINANCE NO. _____

THE COMMON COUNCIL OF THE CITY OF STURGEON BAY, WISCONSIN DO ORDAIN
AS FOLLOWS:

SECTION 1: The following described property is hereby rezoned from Two-Family Residential (R-3) to Mixed Commercial Residential (C-5):

A tract in Lots 1 and 2 in Block 40, in the City of Sturgeon Bay, Door County, Wisconsin, according to the Assessor's Map of said City, bounded by a line beginning at a point on the Southerly line of said Lot 2, 23 and 11/12 feet North 56.5° East from the Southwesterly corner of said Lot 2, and running thence South 56.5° West, 23 11/12 feet to the alley at the Southwesterly corner of said Lot 2, thence North 33.5° West, 151 feet to Iowa Street (a.k.a. Liberty Street), thence East along the South side of Iowa Street (a.k.a. Liberty Street), 153.5 feet; thence South 112 4/12 feet more or less to the place of beginning.

Parcel No. 281-10-85400101

SECTION 2: This ordinance shall take effect on the day after its publication.

Approved:

Thad Birmingham
Mayor

Attest:

Stephanie L. Reinhardt
City Clerk

PUBLIC HEARING NOTICE

The City of Sturgeon Bay Common Council will conduct a public hearing in the Council Chambers, 421 Michigan Street, Sturgeon Bay, Wisconsin, on Tuesday, November 1, 2016, at 12:00 p.m. or shortly thereafter, in regard to repealing Chapter 29 of the Municipal Code (Waterfront Design Review Code), and to amend s.20.43 of the Municipal Code (Zoning Code) to include the Waterfront Redevelopment Area for applicability and to add two additional members to the Aesthetic Design & Site Plan Review Board. A copy of the proposed amendments are on file with the Community Development Department, 421 Michigan Street, and can be viewed weekdays between 8:00 a.m. and 4:30 p.m. The public is invited to attend the meeting and give testimony in favor or against the adoption of the proposed amendments, either in person at the hearing or in writing.

By order of:
The City of Sturgeon Bay Common Council
Stephanie Reinhardt
City Clerk

ORDINANCE NO. _____

THE COMMON COUNCIL OF THE CITY OF STURGEON BAY, WISCONSIN DO ORDAIN AS FOLLOWS:

SECTION 1: Section 20.43(3)(a) of the Municipal Code (Zoning Code) of the City of Sturgeon Bay, Wisconsin is hereby repealed and recreated as follows:

(3)(a) *Creation and composition.* There is hereby created an aesthetic design and site plan review board, which shall consist of ~~five~~ **seven** citizen members appointed by the mayor, subject to confirmation by the common council.

SECTION 2: Section 20.43(3)(b) of the Municipal Code (Zoning Code) of the City of Sturgeon Bay, Wisconsin is hereby repealed and recreated as follows:

(3)(b) *Terms.* ~~Of the initial members appointed, one shall serve a term of one year, two shall serve a term of two years, and two shall serve a term of three years. Thereafter,~~ **The term for each member shall be three years, except that initial terms may be staggered such that terms will expire in different years.**

SECTION 3: Section 20.43(4)(b) of the Municipal Code (Zoning Code) of the City of Sturgeon Bay, Wisconsin is hereby repealed and recreated as follows:

(4)(b) *Exemptions.* The following shall be exempt from these regulations:

1. Development activity related to single-family and two-family dwellings.
2. Any property or site that is subject to the Historic Preservation Code (chapter 28 of this Code), ~~the Waterfront Design Review Code (chapter 29 of this Code),~~ or the Development standards for I-1A and I-2A districts (section 20.32 of this Code). However, the reviewing bodies for those properties or sites may refer to the overall design criteria established under this section.
3. Uses or improvements that do not affect the exterior of buildings or site layout as determined by the community development director and which are consistent with the purposes of this section.

SECTION 4: Chapter 29 of the Municipal Code (Waterfront Design Review Code) is repealed in its entirety.

SECTION 5: This ordinance shall take effect on the day after its publication.

Approved:

Thad Birmingham
Mayor

Attest:

Stephanie L. Reinhardt
City Clerk

EXECUTIVE SUMMARY

Combining Waterfront Design Review Code and Aesthetic Design & Site Plan Review Code

Background: The Waterfront Design Review Code was adopted in the 1990's when the initial phase of waterfront redevelopment was getting underway. It applies to Waterfront Redevelopment District, which generally covers the downtown areas on both sides of the bay. At that time the area was not governed by any special design criteria for development (except for the Historic Preservation District along Third Ave). The WRA and Council felt that the new development and redevelopment should have to be reviewed and meet minimum standards for quality and design.

The City now has an overall design review section of the zoning code that applies to all nonresidential and multiple-family residential development in the city. A separate design review board handles the review of projects. But, the Waterfront Redevelopment District is exempt from that code since the Waterfront Design Review Code already applies. In addition, the Historic Preservation District and Industrial Park also have their own review boards and design criteria and are exempt from the overall design review code.

There has been previous consideration to combining some of the design districts/codes to streamline the review process. Since the guidelines and procedures for the Waterfront Redevelopment District are very similar to the overall design review code, perhaps the Waterfront Design Review Code could be repealed, with the overall Aesthetic Design and Site Plan Review Board taking over the review and approval of projects. The design standards for the Waterfront Redevelopment District could still be rolled into the overall citywide standards and used by the Design Review Board when considering projects in the waterfront area.

At recent meetings of their respective boards, the members of the Aesthetic Design and Site Plan Review Board and the Waterfront Design Review Board had no objection to combining the two ordinances into one design review code. The discussed proposal was to repeal the Chapter 29 (Waterfront Design Review Code) and to amend the design review section of the zoning code (s. 20.43) to include the waterfront redevelopment area into the purview of that overall design review code and to add two members to the Aesthetic Design & Site Plan Review Board. While the Mayor and Council have final authority over the appointments, the additional two members would presumably be taken from the Waterfront Design Review Board.

To implement the insertion of the Waterfront Redevelopment Area into the design review ordinance, a public hearing and approval of the Common Council is required.

Staff Recommendation: City staff believes having one overall code will create consistency and streamline the process. The Waterfront Design Review Code served its purpose, but now that the overall city code is in place, it no longer is necessary.

Therefore, staff recommends repealing Chapter 29 Waterfront Design Review Code and making amendments to section 20.43 of the zoning code to include the Waterfront Redevelopment Area for applicability and to add two additional members to the Aesthetic Design & Site Plan Review Board.

Prepared by: Marty Olejniczak
Marty Olejniczak
Community Development Director

9/15/16
Date

Reviewed by: Ryan Kernosky
Ryan Kernosky
Planner/Zoning Admin

9/15/16
Date

Reviewed by: Josh Van Lieshout
Josh Van Lieshout
City Administrator

9/15/16
Date

The recommended zoning code changes to include the Waterfront Redevelopment District under the Aesthetic design and site plan review section of the zoning code, along with increasing the membership of the review board, are shown below.

20.43 - Aesthetic design and site plan review.

- (1) *Title and authority.* This section shall be known as, referred to or cited as the "Aesthetic Design and Site Plan Review Code of the City of Sturgeon Bay, Wisconsin." This section is created under the authority granted by Wis. Stats. §§ 66.0101, and 62.23(7).
- (2) *Purpose.* The purposes of the design and site plan requirements set forth below are as follows:
 - (a) To ensure that new development is consistent with the desired character under the Sturgeon Bay Comprehensive Plan or other adopted plans.
 - (b) To encourage that the design and construction of new development is compatible with, and integrated into, adjacent and nearby land uses — both existing and planned.
 - (c) To maintain and protect significant existing natural features on the development site and in general promote the quality of the environment of the surrounding region.
 - (d) To protect existing adjacent residential development from potential adverse impacts of new development.
 - (e) To encourage high quality architectural designs.
 - (f) To promote accessibility to/from new developments by both vehicular traffic and alternative means of transportation, as appropriate.
 - (g) To identify and resolve potential site planning problems prior to the preparation of final construction plans.
 - (h) To protect and enhance property values.
 - (i) To promote the health, safety and welfare of current and future residents of the city.
- (3) *Sturgeon Bay Aesthetic Design and Site Plan Review Board.*
 - (a) *Creation and composition.* There is hereby created an aesthetic design and site plan review board, which shall consist of five **seven** citizen members appointed by the mayor, subject to confirmation by the common council.
 - (b) *Terms.* ~~Of the initial members appointed, one shall serve a term of one year, two shall serve a term of two years, and two shall serve a term of three years. Thereafter, the term for each member shall be three years, except that initial terms may be staggered such that terms will expire in different years.~~
 - (c) *Powers and duties.* The board shall have the following powers and duties:
 1. After review of an application in accordance with the procedures outlined in subsection (5) of this chapter, grant or deny a certificate of appropriateness for any project required to undergo review under this section.
 2. Make recommendations to the common council regarding changes or additions to the set of design guidelines serving as criteria for review and approval of development applications.
 3. Develop educational manuals and other materials to assist architects, builders, engineers, and owners of property in meeting the established design criteria.
- (4) *Certificate of appropriateness required.*

- (a) *Applicability.* Any development activity that requires the issuance of a permit from the city shall require approval of a certificate of appropriateness prior to the issuance the permit. Development activity includes buildings, additions to buildings, exterior structural modifications, parking lots, driveways and curb cuts, signs, and grading.
- (b) *Exemptions.* The following shall be exempt from these regulations:
 - 1. Development activity related to single-family and two-family dwellings.
 - 2. Any property or site that is subject to the Historic Preservation Code (chapter 28 of this Code), ~~the Waterfront Design Review Code (chapter 29 of this Code)~~, or the Development standards for I-1A and I-2A districts (section 20.32 of this Code). However, the reviewing bodies for those properties or sites may refer to the overall design criteria established under this section.
 - 3. Uses or improvements that do not affect the exterior of buildings or site layout as determined by the community development director and which are consistent with the purposes of this section.

(5) *Procedures.*

- (a) *Submission.* An application for a certificate of appropriateness (design approval) and the applicable fee shall be submitted to the community development department. The application shall be accompanied by the written material and other information required in subsection (6).
- (b) *Staff review.* The community development director (or designee) shall review the plans and accompanying material for conformance to the municipal code and shall coordinate additional review as may be appropriate by other city departments. The application shall then be referred to the aesthetic design and site plan review board for its consideration.
- (c) *Board review.* When reviewing an application, the aesthetic design and site plan review board shall consider the set of design guidelines formally established for the city as well as any pertinent recommendations and objectives of the Sturgeon Bay Comprehensive Plan or other adopted plans. The action of the aesthetic design and site plan review board shall be to approve the certificate of appropriateness with or without conditions, deny the proposed project design or defer it for further study or additional information. The aesthetic design and site plan review board shall approve or deny the application within 30 days of receipt of the application, unless such time is mutually extended to allow for further study or submission of additional information.
- (d) *Written determination.* The board shall file a written decision within ten days after its final hearing considering the application for a certificate of appropriateness, with a copy of such decision to be sent to the applicant. If the certificate of appropriateness is approved, the applicable city permits (building permit, driveway permit, sign permit, etc.) may be issued if all other municipal regulations are met.
- (e) *Appeals.* Appeals of decisions of the aesthetic design and site plan review board shall be heard by the common council. An appeal must be made in writing within 30 days after the date of the written determination of the aesthetic design and site plan review board. In considering an appeal, the common council shall balance the purposes of this chapter and the interest of the public against the interest of the owner in using the subject property for his/her own purposes. The common council may then affirm the decision of the aesthetic design and site plan review board, or reverse or modify such decision if it finds that, owing to unique conditions pertaining to the specific piece of property, failure to approve the site plan will preclude the reasonable use of the property or will cause serious hardship for the owner.
- (f) *Changes to approved plans.* Changes to an approved project shall require approval in the same manner as required for the original plan design.
- (g) *Approval time limit.* A certificate of appropriateness shall lapse after two years from the date of approval, unless the pertinent permit is issued and the project commenced within such two-year period. Time extensions may be authorized by the aesthetic design and site plan review board,

provided the applicant demonstrates that there are circumstances, difficulties or practical hardships which make compliance with the original two-year period unreasonable.

(6) *Application requirements.*

(a) Applications for a certificate of appropriateness (design approval) shall be accompanied by a description and illustration of the proposed work that is of sufficient detail and scope to enable the aesthetic design and site plan review board to readily understand the nature of the proposed work. Whenever pertinent the application shall at a minimum consist of the following:

1. Name, location, owner/developer and designer of the project.
2. A map showing the location and dimensions of the property, and showing pertinent existing features, including existing buildings, driveways and parking areas, vegetation, drainage features, 100-year floodplain limits, wetlands, and significant topography.
3. A proposed site plan drawn to a convenient scale depicting all building locations, access driveways and circulation, parking areas, bicycle and pedestrian facilities, stormwater management facilities, and other improvements.
4. Building elevations, including indications of proposed materials, and colors.
5. Landscaping plans and planting schedules.
6. Grading plan, utilities plan, and stormwater management plan.
7. Plans for signage including location, dimensions, materials, and lighting of signs.
8. Exterior lighting plan.
9. Additional information as necessary to aid in review of the application.

(7) *Compliance.* Upon the granting of a certificate of appropriateness the project plans and other materials upon which the certificate was granted shall be used by the community development director and/or building inspector to determine that the project is completed in compliance with the certificate of appropriateness and that there are no unauthorized deviations. Failure to correct any deficiency identified by the community development director or building inspector will constitute a violation of this section.

(Ord. No. 1279-0912, § 1, 9-18-12)